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FAMINE CODE

MADRAS PRESIDENCY.

1917

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INTRODUCTION.

THE proximate cause of a famine in time of peace is the failure of crops resulting from insufficient or untimely rainfall. Such failure over a restricted area in a single season, after a year of normal plenty, will not of necessity produce famine or even such a degree of scarcity as to call for State intervention, the food outturn of an ordinary year being usually more than sufficient to meet the wants of those dependent on it for their subsistence until the next harvest: on the other hand, when the crops are lost over a large extent of country for two or more seasons in succession, the probable result will be severe distress among the smaller land-holders and the landless classes, such as field and other labourers and petty artizans, who, having no stores of grain, are dependent on what they can earn by labour, the demand for which slackens at such times, for the means of purchasing their daily food. Should the drought continue, the distress becomes more widespread; the stores of grain reserved by the larger landholders for domestic consumption are gradually exhausted; the grain dealers keep their stocks back from the market; prices rise rapidly; private charity becomes contracted; and the pinch of famine is sensibly felt by all but the wealthy.

2. In such circumstances, seeing that it has been recognized as incumbent on the State to take steps to avert the loss of human life which is likely to ensue if means of subsistence are not afforded to those affected, it becomes necessary to lay down a plan of action beforehand, so that when famine is imminent there may be no doubt or hesitation as to the measures to be adopted with the object of relieving them.

3. In conducting a campaign against famine it must be laid down as a first principle that the object of State intervention is to save life and that all other considerations should be subordinated to this. The success or otherwise of relief methods at such a crisis cannot be subjected to a financial test, for the bills of mortality will furnish the only true criterion. If, however, it is necessary to set aside the financial considerations by which the scope of administration is usually regulated, it follows that official routine in all departments, whenever it may prove obstructive, should be similarly relaxed to meet the abnormal requirements of the situation. At the same time it must be remembered that, though the State is bound to protect the people from starvation in times of distress, it is no part of its duty to maintain them at their normal level of comfort or to insure them against all suffering, and that its interference should impair as little as possible the traditional and family obligations of the social system of the country, such, for instance, as those involved in the relationship of the members of a family, of landholder and farm-labourer, of master and servant, of alms-giver and alms-receiver.

4. Essential as it is, then, that there should be no such stint as would defeat the object in view, it is equally important to guard against reckless expenditure of the public funds to recoup which would impose a heavy financial burden on the general tax-payer and which by the exercise of proper precautions might be avoided. Profuse expenditure (which experience has shown does not always prevent suffering and death) is the inevitable consequence of the State being brought face to face with the calamity before arrangements have been made to meet it, whilst a scheme of relief administration carefully devised beforehand will certainly involve less outlay and also secure more satisfactory results. In order, therefore, that all concerned may be prepared to combat successfully any future visitation, the following Code of rules has been compiled, the duties devolving on all departments of the Administration and the mode of action to be adopted in every phase of distress being indicated therein.

CHAPTER I.

STANDING PREPARATIONS.

System of Intelligence.

1. With a view to enabling the Collector, the Board of Revenue and the Government to gauge the state of every portion of a district, including the condition of the people and the cattle, and to giving them timely warning of any agricultural depression or failure of crop and consequent scarcity which may be apprehended, the following measures are prescribed by the standing orders in force.

Duties of the village accountant.

2. The village accountant is required—

(*a*) to maintain systematically registers of cultivation, harvests, rainfall and water-supplies, noting therein the general condition and outturn of crops, and submit the same monthly to the Revenue Inspector, and

(*b*) to keep register, corrected and brought up to date, of statistics bearing upon the economic and agricultural condition of his village, and to record in the register what works of agricultural improvement or famine protection the village requires and which of these might be executed by famine labour.

Duties of the village headman.

3. The village headman is required—

(*a*) to maintain registers of births and deaths, and submit a monthly abstract of the same to the Collector, through the Tahsildar;

(*b*) to report promptly to the Tahsildar the occurrence of any epidemic disease, and submit daily returns of attacks and deaths as long as the outbreak continues; and

(*c*) to maintain a register showing the mortality of cattle from disease, and submit a monthly abstract of the same to the Collector, through the Tahsildar.

NOTE.—These duties shall be performed by the village accountant in the absence of the headman from the village and also, if the Collector so directs, at any other time.

Duties of the Revenue Inspector.

4. The Revenue Inspector is required—

(*a*) to see that the village accountant's registers of cultivation and rainfall, etc., are duly maintained and punctually submitted;

(*b*) to inspect periodically the fields, crops and sources of water-supply, and verify the village accountant's entries by actual observations;

(*c*) to verify the registers maintained by the village headman as referred to above;

(*d*) to submit to the Tahsildar monthly abstracts of the village cultivation registers and also, if the Tahsildar so directs, weekly reports on the state of the season, water-supplies, condition of the standing crops, outturn of crops harvested and general health of the villagers and their cattle; and

(*e*) to maintain a register called the 'firka book' posted up to date from the village statistical register and showing the leading facts and principal statistics indicating the agricultural condition

of each village in his range, and to record in the register what works of agricultural improvement or famine protection are required in his firka and which of those are suitable for famine labour.

Duties of the Tahsildar.

5. The Tahsildar is required—

(a) to see that the village officers and the Revenue Inspectors duly perform the duties required of them under this chapter;

(b) to test by actual verification the accuracy of the registers ordered to be maintained by them;

(c) to maintain registers of cultivation, prices and rainfall, and submit to the Collector on the prescribed dates periodical returns prepared from them; and

(d) to submit to the Collector special reports of outbreaks of epidemic disease.

Duties of the Divisional officer.

6. The Divisional officer is required—

(a) to find out during his tours whether the village statistical registers are posted correctly up to date, and carefully examine them in order to discover the cause of any marked fluctuation; and

(b) to take particular care to ensure that the accounts showing the cultivation and outturn of crops and the registers of prices and rainfall and irrigation sources are properly kept and intelligently scrutinized and checked by the Revenue Inspectors, Deputy Tahsildars and Tahsildars.

Duties of the Collector.

7. The Collector is required—

(a) to keep himself at all times informed of the condition of every part of his district, particularly of any tract which appears either to have deteriorated or to be suffering from precariousness or chronic deficiency of rainfall and water-supply;

(b) to see that the village statistical registers and firka books are properly kept up, and enforce their periodical correction and verification by the various officers concerned;

(c) to submit to the Board of Revenue (i) a weekly report giving information as to the prices of the principal food-grains, rainfall, water-supply, agricultural operations, condition of standing crops and their probable outturn, noting especially crops of commercial importance, supplies of pasture and fodder, and health of agricultural live-stock, and (ii) a monthly report showing rainfall, extent of cultivation, and prices of the principal food-grains; and

(d) to submit to the Board of Revenue in every tenth year, which should usually be the year in which the decennial census is taken, a report on the economic condition of his district, giving full particulars as to the normal material condition of the ryot and labouring population, the agricultural practices of the ryots, the average rainfall of normal seasons, the efficiency of communications and the extent of the dependence of the district on food-supplies from without, and embodying all information available for the revision of the statistical atlas referred to in the following section.

Duties of the Board of Revenue.

8. It is the duty of the Member of the Board of Revenue in charge of the Department of Land Records and Agriculture—

(a) to issue instructions to secure the maintenance of correct records of rainfall, prices, cultivation and the general agricultural condition of every village;

(b) to despatch direct to the Government of India, so as to reach that Government not later than Thursday in each week, a weekly

Standing Preparations.

telegraphic summary * of the reports received from Collectors with reference to clause (*c*) (i) of the preceding section as well as of those received from Political Officers of Native States under the control of the Local Government, forwarding the original reports to the Local Government; these reports will then be published in the Gazette;

(*c*) to prepare an abstract of the reports received from Collectors with reference to clause (*c*) (ii) of the preceding section and forward to the Local Government copies of such abstract;

(*d*) to revise from time to time under the orders of the Local Government and notify to Collectors the schedule of normal, warning and scarcity rates for the staple food-grains of each district (see section 34 of this Code);

(*e*) to revise and re-edit, after every decennial census, the 'Statistical Atlas of the Madras Presidency' in the light of the reports received from Collectors with reference to clause (*d*) of the preceding section;

(*f*) to satisfy himself by personal enquiry in each district where programmes of relief works have been prescribed, at least once in every three years, that the programmes are adequate, and the true state of facts correctly represented therein; and

(*g*) to keep himself at all times thoroughly informed as to the state of the season and the course of prices in all parts of the Presidency.

Programmes and Estimates.

Geeral.

9. In order adequately to control relief, it is necessary that complete and well-considered programmes of relief works be maintained; that the exact situation of all works on the programmes be defined so that the works may be readily identifiable; and that complete detailed estimates showing the probable cost of each work and the number of persons to which it can give employment be kept ready.

The aim should be to have ready for every district in which famine is likely to occur a complete programme of sanctioned works of utility, sufficient for all probable requirements and a subsidiary emergency programme of unsanctioned works as a precautionary measure to meet an abnormal demand for relief.

Village works shall invariably form a prominent feature of famine relief programmes; in localities offering special facilities for their employment

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* NOTE.—The summary should present a sufficiently complete and accurate picture of the position in the week under report to enable the Government of India to form a true opinion on the agricultural situation and prospects of the Presidency; and it should be so drawn up as to admit of being published in the *Gazette of India* without revision or further reference to the provincial authorities. The circumstances of individual districts should be referred to as sparingly as possible, these details being reserved for publication in the local Gazette.

"The report should notice (1) rainfall and weather, (2) agricultural operations, *i.e.*, standing crops and their condition, harvests and outturn and sowings, (3) condition of cattle, fodder and water, and (4) prices.

"Under the first head it will be sufficient to say that the week has been generally rainless or wet or that the weather has been cloudy or clear, cool or hot. Amount of rainfall in individual districts should be mentioned only when failure of rain has affected crops over considerable areas. Regarding agricultural operations it will generally be sufficient to say that standing crops (if any) are in good or bad or fair condition; that harvesting of spring or autumn crops is commencing, proceeding or concluding with outturn fair, normal, etc., and that sowings of spring or autumn crops are commencing, proceeding, etc., are restricted, normal, etc., and are early, normal or late. In all cases, the conditions reported should represent the average for the whole province or large homogeneous tracts. Only serious and widespread failures due to pests, disease and floods need be mentioned. With regard to the condition of cattle, only serious or widespread outbreaks of disease should be noticed and similarly in the case of fodder and water only widespread failure or scarcity need be mentioned. As regards prices, it will suffice to say that they are stationary, high and rising, high but falling, low but rising or low and falling; but where the price of a particular food-grain alone shows marked fluctuations or is abnormal, a separate account may be given of it. Prices of the staple food-grains alone need be considered."

Intelligent compilation of the summary is especially demanded. The use of vague or stereotyped phrases week after week should not be permitted and expressions which necessitate a reference to previous reports, such as "crop prospects unchanged," "no change in prospects with the exceptions previously noted" should be avoided: each report should be so framed as to be complete in itself. The main object of these reports is to show how far the condition and prospects of the crops, stocks, and prices vary from the normal and they should be worded accordingly. The Member of the Board of Revenue in charge of the Department of Land Records and Agriculture is responsible for seeing that a uniform and well regulated system of recording the facts above indicated is maintained. The use of local vernacular terms, being unsuited to reports intended for general information should be entirely avoided.

FIRST LIST OF CORRECTION TO THE FAMINE CODE,
MADRAS PRESIDENCY.

Page 4, *Section* 8(*b*).—" *Delete* the words ' forwarding the original reports to the Local Government ' occurring at the end of the first sentence of section 8(*b*)."

Section 7.—*Delete* the words " and firka books " in clause (*b*).

Page 6, *section* 10.—*For* the existing section *substitute* the following :—

"10. Programmes shall be maintained for all classes of relief works, which shall be classified as follows:—

Class I—Public works	(*a*) *Large departmental.*—These will be works under the control of the Public Works Department containing one or more charges of 5,000 people each. (*b*) *Small departmental.*—These will be works under the control of the Public Works Department containing less than 5,000 people each.
Class II—Village works	(*c*) *Non-departmental or Civil.*—These will be works under the revenue authorities such as tanks, embankments, reservoirs, village roads, drainage cuts, other sanitary improvements and generally local works of use to a particular village or group of villages in the construction of which local and gratuitous unofficial agency will be, as far as possible, enlisted, but the whole cost of which will be debited to the State. (*d*) *Private.*—(i) *aided and* (ii) *unaided.*—These will also be village works but constructed entirely by private individuals or communities. Where part of the cost is borne by the State, the works may be called aided and where the whole cost is borne by the private individuals or communities, the works may be called unaided private works In the case of aided private works, the revenue authorities may exercise a general supervision ; in the case of unaided private works there will be no official interference of any kind.

NOTE.—The classification depends upon the agency of control employed on the actual occurrence of famine ; it is immaterial by what agency the work would be controlled in ordinary conditions."

Page 6, *section* 11.—*For* " Malabar and South Canara " occurring in lines 2 and 3 of section 11 *read* " Madras, Malabar, Anjengo, South Canara and the Nilgiris."

[B.P. No. 104, Sett., dated 26th April 1916.]

Standing Prepara-tions.

they should be regarded as the principal means of employing famine labour, public works being considered merely as a safeguard against a breakdown of the village organisation or for the relief of wanderers.

In preference to works of doubtful or no public utility, works likely to be useful to cultivators should be freely included.

Classification of works.

10. Programmes shall be maintained for all classes of relief works, which shall be classified as follows :—

Class I.—Public works (*i.e.*, managed by the Public Works Department).	(*a*) *Large departmental, i.e.*, employing one or more charges of 5,000 workers each. (*b*) *Small departmental, i.e.*, employing less than a full charge of 5,000 workers each.
Class II.—Village works (*i.e.*, managed by the Revenue authorities or private persons.	(*c*) *Non-departmental* or *Civil.* (*d*) *Private aided* or *unaided*, according as the works are constructed with the help of Government grants, whether recoverable or not, or altogether from private funds.

Numbers to be provided for in a programme of works.

11. The programme shall provide employment as nearly as possible for 20 *per cent.* of the population for six months for all districts except Malabar and South Canara, the delta taluks of Godavari, Kistna and Tanjore, the Periyar irrigated tracts of Madura and the channel-irrigated taluks of Tinnevelly: but no district programme shall be considered sufficient in which the numbers provided for by schemes for which plans and estimates have been and sanctioned or in the case of village works which have been passed and approved fall short of the total number of units employed on relief works during whichever of the two famines of 1877 or 1896 was the more severe, divided by the number of days for which they were employed and multiplied by 180.

NOTE.—One person relieved for one day is said to be 'a unit.' Thus if work is provided for 50,000 people for April, May and June, provision is made for the relief of 4,550,000 units.

Programme of works.

12. The Collector shall be responsible for the maintenance for his district of a programme of relief works, both public and village works.

The Executive Engineer shall prepare annually in form A-I and submit to the Superintending Engineer, not later than the 1st February in each year, a programme for his division of the Public works which it may be necessary to undertake in the event of serious famine. The Superintending Engineer shall forward by the 20th idem the programmes, as revised by him for the divisions in his circle, to the Chief Engineer. The Chief Engineer shall forward to the Collector by the 10th March, copies of the programmes as approved by him. The Collector shall, if he is satisfied with these programmes, incorporate them in his own programme; he shall otherwise return them to the Chief Engineer for such modification or amplification as he may consider necessary.

The Collector shall prepare and submit to the Board of Revenue not later than the 1st April in each year a programme of public and village works which it may be necessary to undertake in the event of serious famine (see forms A-I and A-II).

The Board of Revenue shall review the annual programme of each district separately and submit a copy of the review to the Government together with an abstract statement of the programme. It shall also submit to the Government of India not later than the 1st June of each year an abstract in form A-III of the programmes of relief works of the several kinds in the Presidency, a copy of the abstract being at the same time submitted to the Local Government.

Character of works on the programme of public works.

13. The programme of public works shall include all such current works and projects of the Public Works Department as tend to the general improvement of the country, for example, irrigation or drainage works, flood-banks and feeder roads: irrigation works shall generally be preferred to others, but before new projects are entered in the programme the Chief Engineer, Irrigation Branch, shall be consulted.

For the second sentence of paragraph 2 of section 13 of the Code as amended by B.P. No. 180-P., dated 21st June 1915, *substitute* the following :—

The following instructions should be observed in regard to the preparation and sanction of estimates of such local or non-departmental works as are referred to in the preceding sentence :—

(*a*) *Estimates for the construction, repair or improvement of minor irrigation works.*—Collectors of districts may exercise the same powers of sanction when such estimates are prepared for purposes of famine relief or for programmes of famine relief as they do when such estimates are prepared otherwise than in relation to famine relief.

(*b*) *Estimates for road works to be included in famine programmes.*—These may be prepared by the District Board Engineers and sanctioned by the local bodies concerned under the usual rules and the technical approval of the Public Works Department will not in future be necessary. But it will be open to the Collector, if he considers it necessary, to transmit any particular estimate to the Superintending Engineer for scrutiny before approving it.

(*c*) *Estimates for sanitary works* proposed to be included in the famine relief programme should be prepared by any agency under the control of the President of the District Board and may be sanctioned by the local body concerned under the ordinary rules, no previous reference to the Sanitary Engineer being necessary. But it will always be open to the President, District Board, or the Collector to seek, if necessary, the advice and scrutiny of the Sanitary Engineer.

(*d*) In the case of the municipal works referred to in the same sentence, the estimates should ordinarily be prepared by the municipal staff and passed by the municipal council concerned, but the Collector may, if he thinks fit, require the Public Works Department or the Sanitary Engineer as the case may be to examine any such estimates.

Page 7, *section* 13.—*For* the second paragraph beginning with "it shall not include . . ." *substitute* the following :—

"When incorporating the Chief Engineer's programmes with the district programme the Collector should include under the heading class I—Public Works all local, municipal, or non-departmental works which in his opinion should, in the event of a famine, be managed by the Public Works Department. The estimates for such works should ordinarily be prepared by the local board, municipal council or revenue officers concerned; but the Collector may, if he thinks fit, require the Public Works Department to prepare or examine the estimates."

It shall not include Local and Municipal works. The Collector shall, however, have the power of requiring the estimates for such works to be prepared or examined by the Public Works Department.

Instructions for preparing the programme.

14. In the preparation of the programme the following instructions shall be followed :—

(*a*) the works included therein should be such as can suitably afford employment for large numbers of unskilled labourers ;

(*b*) every known project for the improvement of irrigation should be included subject to the condition in the preceding section, but projects not in a forward state of preparation should be shown separately as 'additional items' with a note of the latest correspondence in each case ;

(*c*) in cases where the whole of a work is not suitable for relief purposes or where the work has been already partially carried out, the balance of work actually available should be stated ;

(*d*) breaking metal and stacking gravel for existing roads should be preferred to the construction of new roads, the likelihood of the maintenance of which by Local Boards after famine is doubtful: estimates for new roads should not provide, as regards the collection of metal and gravel, for the requirements of more than the next five years ;

(*e*) large projects for municipal improvements, such as drainage or water-supply, should not be included unless they have been investigated and the estimates are in a forward state of preparation ;

(*f*) proposals for the erection and repair of buildings should not be included as they are unsuitable for famine relief ;

(*g*) no railway works or other works requiring Imperial sanction should be included, except as provided in section 23 of this Code but the programme may include minor works connected with railways, such as the construction of feeder roads to railway stations, collection of ballast, widening of railway banks to fit them for a double line whenever such is required, excavation of reservoirs at railway stations, diversion of road approaches when it is proposed to substitute overhead for level crossings: if any of these minor works, though desirable, are not worth the full normal cost, arrangements may be made to charge only a portion of their cost to railways.

Form of programme.

15. The programme of public works shall show separately—

(*a*) works for which funds have been allotted, and

(*b*) works for which funds have not been allotted ;

and shall distinguish between—

A. sanctioned works including

(i) works sanctioned on their merits ;

(ii) works sanctioned as relief works only ; and

B. works not yet sanctioned.

Investigation of famine projects.

16. The Chief Engineer shall arrange for the investigation of projects and the preparation of estimates for those found to be feasible. Irrigation works should not ordinarily be included in the programme unless it is expected that they will be completed within the famine period or that they will be of sufficient importance to justify their completion as ordinary works when the necessity of famine relief has passed.

Large irrigation works costing more than Rs. 15,000 should not therefore be included in the programme unless they are likely to pay at least 3 *per cent.* on the outlay excluding cost of establishment and tools and plant. But the restrictions as to total cost and minimum percentage return need not be applied to works which would be of sufficient advantage to the tract affected as to warrant their completion after the need for famine relief is over.

Page 8, *section* 17.—In paragraph 1 *delete* the words "for example, tanks, wells . . included" and *convert* the comma after "agriculture" into a full stop.

Character of works on the programme of village works.

17. The programme of village works shall include all such projects as tend to the local improvement of agriculture, for example, tanks, wells, embankments, drainage cuts: village roads and sanitary improvements may also be included.

For the purpose of the programme villages may conveniently be grouped together, a certain number of works being allotted for the group.

Tahsildars shall furnish Collectors with extracts from the firka books showing what works are required.

Form of programme.

18. The programme of village works shall show separately—

(i) *non-departmental works,* the cost of which will be entirely debited to the State, though they may, when practicable, be managed by non-official agency under official control;

(ii) *aided private works,* the cost of which will be shared between the State and private individuals, but the management of which will be left as a rule to the latter under official control;

(iii) *unaided private works,* the cost of which will be borne by, and the management of which will be entirely left to, private individuals;

and shall distinguish between—

A. works passed and approved and for which schemes have been prepared, and

B. works not yet passed or approved.

Location of works.

19. Every village work shall be located and surveyed: its cost shall be estimated at ordinary rates, and the number of units for which it will give employment shall be calculated and recorded.

Preparation of estimates.

20. Ordinarily, the Minor Irrigation and the Local Fund Public Works staffs at the disposal of the Collector shall be employed to prepare the estimates for this class of works. If, however, professional assistance is required either in preparing the estimates or in making out the programme, the Superintending Engineer shall, on the request of the Collector, depute subordinates of the Public Works Department to work under the orders of the Collector.

Responsibility of non-officials.

21. (*a*) The Collector shall call on the zamindars and other landowners in his district to furnish lists of works in their estates needing repair, together with statements of the amounts likely to be required for putting the works in order. He shall endeavour to secure, in advance, agreements from them regarding the extent of their responsibility for the cost of such repairs. Where he cannot procure precise agreements, he may be able to come to a general understanding with them: the terms of the agreement or understanding shall be recorded and the works may then be entered in the programme.

(*b*) He shall take special care in preparing the programme of village works to record the names of persons (residents of the locality preferably) competent to manage them, as well as the names of those ready to undertake full or partial responsibility for their cost.

(*c*) He shall enquire and report annually, in submitting the programme of village works, whether it may not be possible to make over the entire management of relief to the landowners in the case of large estates, and, if so, whether and to what extent it may be necessary to grant such persons a subsidy from State funds.

Programme of works for aboriginal tribes.

22. The Board of Revenue shall compile a special programme of relief works for aboriginal tribes and submit an abstract of it to the Local Government on the 1st May in each year (for details see section 166 of this Code). The programme shall, as far as possible, provide for relief by means of works connected with the Government forests.

(2)

Section 17.—*Delete* the last sub-paragraph.

Standing Preparations.

Special Rules for Railways.

Railways as relief works.

23. The following rules as to the inclusion of railway projects in the programme of relief works are prescribed in accordance with the orders of the Government of India:—

(*a*) a railway project shall not, except for grave reasons, be included in a programme of relief works in view of—

(1) the small ratio which the expenditure on unskilled labour bears to the total cost of a railway, about one-third of the whole cost being incurred in England, and only a small percentage of the balance being spent on unskilled labour;

(2) the large financial liabilities which the commencement of railway works involves;

(3) the loss which may be incurred if, after being commenced as a relief work, the project or alignment be subsequently abandoned or condemned:—

(*b*) when, for reasons considered sufficient, it is desired to include a railway project in the programme of relief works, a report shall be submitted to the Government of India in the Revenue and Agricultural Department, showing—

(1) the liability to famine of the districts, through which the railway passes;

(2) the advantages of the railway as a permanent protection against famine for the districts affected by it;

(3) the number of persons for whom it is requisite that relief works should be provided in the event of serious famine;

(4) the number that can be provided for by means of works other than the railway;

(5) the number of persons for whom suitable employment can be provided for by the railway;

(6) the reasons why the railway is required as a relief work in addition or preference to other works; and

(7) the proportion of the cost of such relief work to the whole cost of the line:—

(*c*) if the railway or any part of it is accepted by the Government of India as admissible in the programme of relief works on general grounds, the necessary reconnaissances or surveys shall be undertaken and the alignment submitted to the Government of India in the Department of Commerce and Industry and their approval obtained to the project before it is finally entered in the programme of relief works:—

(*d*) if the alignment is approved, measures shall be taken to secure the land required for the railway:—

(*e*) if, after the inclusion of the project in the programme, the Local Government at any time considers it desirable that the railway should be utilized as a relief work, they shall submit a report to the Government of India in the Revenue and Agricultural Department, setting forth the reasons why the work should be commenced:—

(*f*) in the event of such sanction being accorded, the Local Government shall transmit punctually and regularly to the Government of India in the Department of Commerce and Industry the ordinary monthly and quarterly "Narrative Progress Reports," together with a memorandum showing the maximum, minimum and average number of labourers employed and the total cash issues during the month, and shall also communicate with that department upon all professional and engineering questions and submit all the usual estimates, accounts, etc., as in the case of a railway in progress under ordinary circumstances.

NOTE.—The above rules shall be held to apply, as far as possible, to other works requiring Imperial sanction.

Reserves of Establishment.

General.

24. As the collection of proper and sufficient establishment is often attended with great difficulty when distress is actually impending, lists of suitable candidates for employment on famine duty shall be maintained in ordinary times.

Charge and Circle officers.

25. The Collector shall prepare annually and submit to the Board of Revenue with his programme of relief works, lists of all persons in his district, whether already in Government service or not, who are likely to make efficient Charge officers and Circle officers (see sections 87 and 39 of this Code). The former should be of the stamp of a Deputy Tahsildar and the latter of the stamp of a Revenue Inspector. These lists shall be revised annually.

Work-agents.

26. The Executive Engineer shall prepare annually and submit with his programme of public works to the Superintending Engineer a list of all persons in his division likely to make efficient Work-agents (see appendix D, paragraph 3).

Public Works Upper Subordinates.

27. The Chief Engineer shall, in consultation with Superintending Engineers and the Principal of the Madras Civil Engineering College, prepare annually a list of all persons competent for famine duty as Upper Subordinates.

Medical and Sanitary Subordinate staff.

28. The District Medical and Sanitary Officer shall prepare annually and submit to the Surgeon-General and Sanitary Commissioner respectively a list of all persons likely to be efficient members of the Medical and Sanitary subordinate staff in times of famine.

Accounts clerks.

29. The Accountant-General shall, to meet the demand for travelling auditors referred to in section 239 of this Code, keep in training a reserve of accounts clerks in such number as may be fixed by the Local Government.

Reserves of Tools and Plant.

Reserves of tools and plant.

30. Reserves of tools and plant of a non-perishable nature, such as digging tools, axes, iron treasure chests, iron buckets for drawing water, iron tanks, water carts, kerosine tins fitted with handles, iron pots and ladles for cooking and muster roll tins, for use on all relief works, shall be kept at convenient centres in every district.

Scale to be fixed by Local Government.

31. The Local Government shall, in communication with the Board of Revenue and the Chief Engineer, fix the scale of such reserves and revise it from time to time as circumstances demand.

Annual stock-taking.

32. The Executive Engineer shall inspect and count such reserve stocks annually and, in consultation with the Collector, submit to the Superintending Engineer proposals for their revision, if necessary. The Superintending Engineer also shall inspect such reserve stocks annually and submit a complete stock register for his circle to the Chief Engineer with the programme of public works.

CHAPTER II.

Preliminary Measures of Enquiry and Preparation when the Rains fail.

33. When the failure of rain causes anxiety, it is most important that active preparations should be made with the object of putting heart into the people. There is no greater evil than the depression of the people, for moral depression leads directly to physical deterioration. General.

34. (*a*) When the prices of the staple food-grains rise from the 'normal' rate to or above the 'warning' rate, it is a sign that special watchfulness should be exercised: as soon then as prices rise to the 'scarcity' rate, the Collector shall submit to the Board of Revenue an explanation of such rise with a brief report on the condition of the people and the state of his district. Duties of the Collector.

Note.—For the rates fixed by the Local Government for the several districts—*see* appendix B.

(*b*) Apart from the failure of rain and upward tendency of prices, the following symptoms demand attention as being warnings of possible distress:— To watch for danger signals.

(1) contraction of private charity indicated by the wandering of paupers;
(2) contraction of credit;
(3) feverish activity in the grain trade;
(4) restlessness indicated by an increase of crime;
(5) unusual movements of flocks and herds in search of pasturage; and
(6) unusual migration of people.

35. The Collector, when he apprehends the approach of scarcity, shall at once— To report to the Board of Revenue.

(*a*) report his anticipations to the Board of Revenue, touching briefly amongst others on the following points:—
(1) any serious deficiency of rainfall or cultivation;
(2) any general failure of crops;
(3) any abnormal rise in prices as shown in the register of retail prices; and
(4) any extraordinary mortality or disease among cattle.

(*b*) direct his Divisional officers— To instruct the Divisional officers.
(1) to visit personally those portions of their respective charges where the failure of crop is reported to have been or is likely to be greatest and where the population is known to be poorest;
(2) to submit detailed information as to the locality and degree of the distress, the stocks of food-grains available and the classes and numbers of persons who are likely to need relief; and
(3) to keep him informed of any unusual mortality or migration among the various classes of the population.

36. The Collector shall also arrange, where possible, to inspect personally all localities in which the opening of relief works is likely to prove necessary. To make local inspections.

37. He shall carefully scrutinize the district programme of public and village works to see whether the works included in it for the tract likely to be affected are sufficient, or whether the programme needs modification or enlargement. He shall also satisfy himself that estimates for works are ready and in a condition to be acted upon. To scrutinize programme of relief-works.

38. He shall make such preliminary arrangements as will enable him to strengthen the Civil, Engineering, Police and Medical establishments as soon as the necessity arises. To make preparations for strengthening the staff and

39. He shall make preliminary arrangements for the organization of a system of village inspection and the appointment of a gratuitous relief staff. Ordinarily, the unit of administration will be the Revenue Inspector's range and will be known as the 'relief circle.' The Revenue Inspector of the range For organizing gratuitous relief.

3

will be known as the 'Circle officer,' a substitute being appointed to carry on his ordinary work. The Collector may divide a Revenue Inspector's range if he considers it too large for a single Circle officer. The 'relief sub-division' will comprise several circles and will ordinarily coincide with the taluk: where necessary, two or more taluks may be grouped together into a sub-division and placed in charge of an officer who will be known as the 'Taluk Relief officer.'

To organize non-official agency.

40. At the same time he shall organize non-official relief agency. In each taluk, or portion of a taluk he shall appoint a Central Committee of the most influential residents whose duty it shall be to advise generally, to stimulate private charity and the undertaking of private works, to collect subscriptions and later on, if necessary, to manage village works or to supervise or assist in the distribution of gratuitous relief. In each large town a separate committee shall be formed and in each large village a sub-committee. Subscriptions may be collected in cash or grain. As far as possible, private charity shall be distributed by non-official agency under the general control of the Collector.

To give advances under the Land Improvement Loans Act.

41. He shall do his utmost to encourage the taking of loans under Act XIX of 1883 for village improvements, such as well-sinking and the removal of *nath* grass, and to ensure the prompt disposal of applications for them, the giving of liberal advances being desirable at this stage—

(*a*) as a means of employing labour;
(*b*) as a means of securing the ensuing crops;
(*c*) as an act of moral strategy to give confidence to the people and to stimulate local credit.

These advances shall always carry interest at the usual rate, and while due regard shall be paid to the subsequent seasons and the circumstances of the borrowers, repayment of these loans shall take precedence of the recovery of arrears of land revenue. If the recovery of the advances will involve great hardship, a portion of the loan itself, and not merely the interest, should be remitted.

To make enquiries as to suspension or remission of Land revenue.

42. He shall institute enquiries as to the extent to which suspension and remission of land revenue will be necessary in the event of crop-failure, attending specially to the following points:—

(*a*) where the failure of crops is likely to be so complete and so extensive as to necessitate suspension or remission of revenue on a considerable scale, he shall make early arrangements for such careful and detailed inspection of the villages or tracts affected as will ensure that all claims for suspension or remission shall be properly considered;

(*b*) if for this purpose additional establishments are considered necessary, he shall apply in good time to the Board of Revenue for the same;

(*c*) harvest operations shall not be interfered with on the ground that the inspection of the tracts affected has not been made;

(*d*) proposals for suspension or remission of revenue on a considerable scale shall show distinctly the extent to which they are based on the personal inspection of superior officers.

To consider as to granting concessions to holders of wet land and preserving cattle.

43. (*a*) He shall consider the propriety of granting to the holders of wet land, the supply of water to which is deficient owing to the drought, such concessions as will admit of their raising dry crops at dry rates.

(*b*) He shall also make such preliminary arrangements as may be desirable for the preservation of cattle (*see* chapter XI of this Code).

Duties of the District Superintendent of Police.

44. The District Superintendent of Police shall keep the Collector fully informed of all signs of approaching distress that come to his notice, including any tendency of the people to wander and any great migration of people to or from any parts of their districts, and at once send special reports of any increase of crime that may be attributed to a general rise in prices or to scarcity.

Duties of the District Medical and Sanitary officer.

45. The District Medical and Sanitary officer shall obtain the district returns of mortality from the Collector's office and, after carefully scrutinizing

Preliminary Measures when the rains fail.

hem, bring to the notice of the Collector any indications of famine or distress that he finds in the returns of the several taluks. He shall also promptly report to the Collector any instance of distress from privation coming under his personal observation.

Duties of the Board of Revenue.

46. (*a*) The Member of the Board of Revenue in charge of the Department of Land Records and Agriculture shall communicate to the Government of India the first indication of failure of crops and distress among the population, whether due to drought or other natural calamity, in the weekly telegraphic reports referred to in section 8 (*b*) *supra*. Until regular famine-relief measures have actually been started in the Presidency, these reports should also notice the measures taken to ascertain the existence of distress and the preliminary measures adopted to relieve it, *e.g.*, the districts in which test works have been opened, the number of persons attending them, the number of persons (if any) receiving gratuitous relief, and whether arrangements are being made for the grant of remissions or suspensions of revenue, and agricultural loans, etc.

(*b*) When agricultural prospects become serious, and apprehensions of distress arise, he shall furnish the Local Government with a special report on the state of affairs. The report should review the economic condition of the district, Native State or tract affected; the outturn of recent harvests; the nature and the extent of the anticipated failure of crops; the probable intensity and duration of distress and the contingencies on which they depend; the classes most affected; the position as regards local trade, communications, food-stocks, prices, fodder and water-supply, etc.; the precautionary steps taken to organize measures for dealing with distress; the state of the relief programmes; the probable extent to which the land revenue demand may have to be postponed or remitted; and the financial assistance likely to be required to meet demands for agricultural advances and relief expenditure, so far as they can be estimated at the time. A similar preliminary report should be supplied for any new districts, States or tracts which may become affected subsequent to the submission of the first preliminary report.

(*c*) He shall arrange to visit the distressed districts and shall, where possible and desirable, do so in company with the Collector.

(*d*) He shall keep a watchful eye on tracts which are in any way in a critical condition, and satisfy himself that such tracts are duly inspected by Collectors and their Divisional officers and that timely and reliable information is obtained as to the degree and precise locality of any apprehended distress.

Duties of Local Government.

47. (*a*) On receipt of the special report referred to in section 46 (*b*) the Local Government shall send a similar report to the Government of India.

This preliminary report should be furnished as soon as it is possible for the Local Government to form a general estimate of the position, and should not be delayed for detailed or exact statistical information, the object being to give the Government of India the earliest information practicable as to the likelihood of relief measures being required. If the statistical data are not complete, a fuller report should be furnished in continuation of the preliminary report as soon as the materials are available. Any marked change in the situation for better or worse should be immediately reported by telegram.

(*b*) The Local Government shall, also, at the first warnings of general scarcity, review the financial position, and decide what allotments shall be made in the event of famine relief being necessary and what services shall be reduced for the purpose. They shall further, as soon as there is any prospect of widespread scarcity or famine, issue orders explaining the general situation and the policy of relief that they intend to adopt.

CHAPTER III.

Period of Observation and Test.

Collector to open test work or commence gratuitous relief.

48. The preparations referred to in the preceding chapter having been completed, the Collector shall watch for further developments. If the outlook does not materially improve it will be his duty to determine whether there is merely scarcity or whether distress requiring relief exists or is imminent in his district. For this purpose he will develop the arrangements for village inspection and organisation of gratuitous relief referred to in section 52 *infra.* If as a result of the inspection he considers the distribution of gratuitous relief necessary, he may commence it subject to the conditions laid down in section 50 *infra.* The only practical and trustworthy means of deciding whether distress requiring relief exists among those who are able to work is a test work properly put into operation. For this purpose the Collector may select one or more ordinary works in progress or required under either the Public Works Department, the Revenue Department or the District Board according to convenience and shall regulate them strictly according to the following provisions.

Management of test-works.

49. Test-works shall be managed by the Executive Engineer under the supervision of the Collector, and shall, if possible, consist of ordinary irrigation works. In cases of urgency, however, ordinary road works in progress under or required by the District Board may be utilized : in such cases, they may be commenced by the District Board Engineer, but shall be handed over to the Public Works Department as soon as possible. The works shall ordinarily be open to all comers without selection. Selection may, however, be applied to *test* works with the sanction of the Local Government. They may be carried out either on the task-work system or on the limited piece-work system, as prescribed for relief works, as regards the classification and ganging of workers, quantity of work to be done and regulation of wages, with the following modifications :—

(*a*) the task imposed shall be somewhat above the standard task, and where the test-work is a village work shall be the full ordinary task—*see* section 103 and paragraph 39 of Appendix D ;

(*b*) there shall be no allowances for a rest-day or for dependants ;

(*c*) there shall be no reduction of task or enchancement of rate for new-comers and weakly persons, who shall be distributed among the other workers ;

(*d*) payment shall be according to results, subject to the rules prescribed in sections 110 (*b*), 112 and 113 (*a*) of this Code ;

(*e*) payment shall be made at such intervals as the Local Government direct, but in no case less often than twice a week, measurements being taken daily.

The Collector may, with the sanction of the member of the Board of Revenue in charge of the Department of Land Records and Agriculture, reduce the wage on test works below that prescribed by this Code.

Test-works should not ordinarily be opened within five miles of any 'ordinary work,' if the latter offers a fair amount of labour for unskilled workers. If, in any case, a test-work is, for special reasons, opened within five miles of an ordinary work, the Collector shall show in the weekly returns prescribed in section 51 the number of persons attending such ordinary work separately from the number of persons attending the test-work.

Note.—If women and children and weakly persons, in undue proportion to able-bodied men, flock to the works from the neighbouring villages, the Collector may, as a temporary measure, give them rations of cooked food in lieu of coin in return for the work done.

Period of Observation and Test.

50. The existence of a large number of destitute persons incapable of work and requiring gratuitous relief should be regarded as proof of the exhaustion of private resources and of the contraction of private charity and as an indication that the labouring classes also may be in need of relief. One or more test-works should accordingly be opened as soon as the distribution of gratuitous relief is commenced. Similarly as soon as a test work is opened the distribution of gratuitous relief should commence. Poor-houses are not necessary in the earlier stages of relief when kitchens may be a far more efficacious and economical mode of relieving distress. The distribution of cash and grain doles should seldom be necessary at this stage and should be resorted to only in exceptional cases in which the sanction of Government should be applied for immediately. It will not however be necessary to obtain the previous sanction of Government in such cases, as it is desirable that local officers should have discretion to deal with cases which require immediate relief.

Collector to open test-work simultaneously with gratuitous relief and *vice versâ*.

50-A. The discontinuance of test-work should not necessarily involve that of the distribution of gratuitous relief in kitchens or poor-houses and *vice versâ*. Either may be stopped independently of the other as soon as such a course is found advisable.

Discontinuance of test-works or gratuitous relief.

51. As soon as he has opened test works and kitchens or poor-houses, the Collector shall submit a special report to the Board of Revenue, for transmission with its remarks to the Local Government, intimating the action that he has taken and giving the following particulars in regard to the locality under observation—

to make special report to the Board of Revenue.

(*a*) the present condition and past history of the locality;
(*b*) the rainfall, extent of cultivation and prevailing prices;
(*c*) its resources in respect of the supply of food-grains and facilities for importation;
(*d*) the measures of relief that he considers necessary if any;
(*e*) the contingencies on which the probable duration of distress depends;
(*f*) any proposals for strengthening the normal staff of the district; and
(*g*) generally such further information regarding crime, mortality, migration and the like as may enable the Board of Revenue and the Government to form an accurate opinion as to the degree and extent of pressure which may be anticipated.

He shall append to his report a statement in form C-III, and shall note the local sources from which the expenditure that he anticipates can be met.

He shall submit to the Board of Revenue weekly returns showing the number of persons attending test-works or relieved at kitchens or poor-houses. The Board shall forward the information at once to the Local Government.

52. The Collector shall develop the arrangements for village inspection referred to in section 39 *supra*. The special staff may be appointed where necessary and every village in a relief circle shall be inspected at least once a week by the Circle officer. Preliminary lists of persons eligible for gratuitous relief shall be prepared in form F-I by the village officers in consultation with village committees, if any, appointed under section 40 *supra*.

To organize gratuitous relief, and

53. When test-works begin to attract people in large numbers, or when it is found necessary to distribute gratuitous relief in kitchens or poor-houses to over 1,000 persons for more than two months in any district it may be considered proved that distress exists; and the Collector shall, without delay, report the fact to the Board of Revenue, together with definite proposals for starting relief-works and undertaking or continuing other measures of relief and a detailed forecast of expenditure in form K-I for the current month and the following month. The Board of Revenue shall at once communicate the information to the Local Government and the test-works shall then, if the Government approve, be converted into relief-works.

to report to Board of Revenue when test-works attract large numbers, or gratuitous relief is given to over 1,000 persons in any district.

CHAPTER IV.

Declaration of Distress and Commencement of Relief.

Declaration of Distress and Commencement of Relief.

Classification of districts or portions thereof.

54. On receipt of the reports referred to in sections 51 and 53 *supra*, the Local Government shall decide whether a district or any portion thereof has passed the stage of observation and test and should be classed as a 'scarcity' or 'famine' district. The Local Government may delegate this power to the Famine Commissioner, when one is appointed under section 55.

Appointment of Famine Commissioner.

55. When serious famine appears imminent or when extensive relief measures are undertaken, the Local Government shall appoint for the Chief Executive control of famine administration a 'Famine Commissioner,' providing him with such establishment as may be required. This officer should, if possible, have had previous famine experience and should possess the entire confidence of the Government, so that in every case of emergency he may act without hesitation in the full knowledge that he may expect support. Until such special Famine Commissioner is appointed, the Member of the Board of Revenue in the Department of Land Records and Agriculture shall exercise the powers and perform the duties of Famine Commissioner as laid down in this Code.

Selection for gratuitous relief.

56. In order to prevent the aimless wandering of the poor, which is one of the principal causes of famine mortality, it is essential that the Collector should be in a position to bring into operation, immediately on their becoming necessary, adequate measures for the grant of gratuitous relief to the destitute poor who are unable to work. To this end, the preliminary lists of gratuitous relief prepared by the village officers in accordance with section 52 *supra* shall be carefully scrutinized by the Circle officer and those above him in the manner prescribed in chapter IX of this Code. The Divisional officer shall at this stage arrange for the instruction of the Circle officers in their duties of selection for gratuitous relief by mustering them at convenient centres. Selection shall be made strictly in accordance with the provisions of section 137 of this Code, but emaciated persons shall be brought on to the list at once pending further enquiry as to their means of support.

57. Cancelled.

58. The Local Government may, as soon as it has been decided to administer State relief in a district, take any of the following steps to meet demands for increase of establishments :—

Appointment of Special Assistant Collector.

(*a*) appoint as Special Assistant to the Collector an officer who has already been in independent charge of a division : he shall be stationed at the head-quarters of the district, where he shall be the Collector's *locum tenens* to carry on the routine work of the office and generally to perform such other duties as may be assigned to him by the Collector ;

Increase to District Revenue staff.

(*b*) appoint officers, who are fit to be invested with magisterial powers, to assist the Divisional officers and Tahsildars, the new officers being assigned either on famine duty or ordinary work at the discretion of the Collector ;

(*c*) sanction the appointment of subordinates, clerical and executive, and authorize the Famine Commissioner to fill such appointments by transfers from other districts, if necessary ;

Appointment of additional staff for disposal of loans applications.

(*d*) sanction, for the speedy disposal of loans applications, the appointment of additional Tahsildars and Revenue Inspectors, who shall also be available for inspections connected with the other branches of relief administration ;

Increase to Medical staff.

(*e*) give District Medical and Sanitary officers such assistance at thier head-quarters as will enable them to pay full attention to their special famine duties ;

Increase to Police and Jail Departments.

(*f*) sanction such increase to the staff of the Police and Jail Departments as the circumstances may require ;

Declaration of Distress and Commencement of Relief.

Increase to office of Accountant-General.

(*g*) sanction increases to the establishments of the Accountant-General so as to ensure the prompt audit of all famine expenditure;

Increase to Establishment, Board of Revenue.

(*h*) sanction, if no Famine Commissioner has been appointed, such additional establishment as may be required owing to the famine for the office of the Board of Revenue in the Department of Land Records and Agriculture.

59. The Local Government shall keep the Government of India informed from time to time either officially or unofficially of the state of affairs and of the anticipations entertained by them and shall furnish them informally and in anticipation of their later appearance in the printed volume of proceedings with copies of all important famine orders.

Local Government to report to Government of India on certain matters.

The Local Government shall also as occasion may require, represent to the Government of India in special reports, which should be submitted in sufficient time to allow of any provision of funds or establishments that may be necessary, the extent to which—

(i) financial aid is likely to be required;

(ii) suspension or remission of land revenue may be considered necessary;

(iii) the Provincial staff requires to be increased by drafts from Imperial departments or otherwise.

When Local Government may make special assignments of Imperial funds.

60. Should any additional grant of Imperial funds applied for be delayed from any cause and should the Local Government be convinced that immediate further expenditure is essential for the preservation of life or the prevention of suffering dangerous to life, they shall make such further assignment of funds as may be requisite, at the same time informing the Government of India by telegraph of their proceedings. All such grants of funds as would ordinarily require the sanction of the Government of India or the Secretary of State shall be reported at once for confirmation.

Powers and Duties of Supervising Officers.

CHAPTER V.

Powers and Duties of Supervising Officers during Famine.

Famine Commissioner.

61. The Famine Commissioner shall, as the delegate of the Local Government, exercise complete control, so far as famine relief is concerned, over all officers of whatever grade employed on famine duty. He shall keep himself thoroughly informed of and advise Government on all matters connected with the administration of relief, and be constantly on the move with the view of originating measures of relief, giving advice, correcting errors or meeting any unforeseen difficulties. He shall submit to the Government of India and the Local Government the following reports and returns and promptly communicate to the latter authority all orders issued by him relating to expenditure and other important matters :—

(*a*) when the test stage has been passed and relief measures are actually begun, a special weekly famine telegram to reach the Government of India not later than Thursday in each week, stating the numbers on relief, the price of the staple grain on which the famine wage is calculated in each district or tract, and giving general information as to changes in the condition of the people and the state of affairs (*see* form C-II) ;

Note.—The season and crop telegram referred to in section 8 (*b*) of the Famine Code should, when famine is declared in any districts or parts of districts, be confined to a description of the progress of the season, the condition of the crops and the state of stocks and prices in the non-affected areas.

(*b*) a special weekly report in form C-XII to reach the Government of India not later than Tuesday following the despatch of the telegram prescribed above, giving details by districts (and Native States) of the figures in the telegram ;

(*c*) a monthly written report (for British districts in which famine relief measures are in progress) to the Government of India, accompanied by statements in forms C-VIII and C-X. The first monthly report should be accompanied by a statement in form C-XI which should be illustrated by a skeleton map of the Presidency showing in three shades (*a*) famine tracts, (*b*) scarcity tracts in which relief is being given (if these are distinguished from famine tracts), (*c*) scarcity tracts in which relief may be needed. A revised statement and map, in the same form, should be supplied when any marked alteration occurs in the position, or the estimates require to be reconsidered in the light of fuller information ;

the report should be in the form of a memorandum preceding the statements and should supply briefly the information indicated in the schedule printed on the reverse of form C-VIII, as far as it may be available. Details by districts are not required. The remarks should be a condensed summary, for the whole area affected, of the principal facts reported in the district relief reports submitted to the Board of Revenue or the Famine Commissioner (when one has been appointed). The report for each month should be despatched to the Government of India whether complete or incomplete by the end of the following month, deficient information being subsequently submitted either in the next monthly report or in a separate letter ;

(*d*) copies of reports (*a*), (*b*) and (*c*) to the Local Government for information.

Collector.

62. (*a*) The Collector shall, as the agent of Government for carrying out the necessary measures of relief in his district, be generally responsible for the exercise of control over all relief arrangements and works in his district, subject to the orders of the Famine Commissioner. His decision shall be accepted, pending reference to superior authority, in all matters relating to

Powers and Duties of Supervising Officers.

the employment and wages of relief-workers, the opening or closing of works, the fixation and variation of tasks, the arrangements for and the actual distribution of gratuitous relief, and generally in all matters which are not exclusively professional.

(*b*) He shall arrange in due time for the provision of funds and their distribution to all civil officers employed in the administration of relief.

(*c*) He shall submit to the Famine Commissioner the following reports and returns and all such others as may be prescribed from time to time:—

(i) With the weekly season report referred to in section 7 (*c*) of this Code a statement in form C-I giving the numbers in receipt of relief, the price on the last day of the week under report of the staple grain on which the famine wage is calculated and specific information as to changes in the condition of the people and the state of affairs.

(ii) At the end of each month the following:—

(*a*) a map of his district in which affected areas should be approximately indicated in three colours, *red* signifying famine tracts, *light blue*, scarcity tracts in which relief is being given (if these are distinguished from famine tracts), and *dark blue*, scarcity tracts in which relief may be needed.

(*b*) a statement in form C-IV showing the areas affected and the population thereof with notes explaining any increase or decrease as compared with the preceding month;

(*c*) a progress return of relief works in operation during the month (1) in form D-IX for public works, and (2) in forms E-I and E-VI for village works, to be compiled from the weekly returns submitted to him;

(*d*) a statement of numbers on gratuitous relief in form C-V;

(*e*) a return of weavers' relief in form C-VI;

(*f*) a table in form C-X showing the monthly death-rate and the deaths due to starvation compared with the normal death-rate for the month, accompanied by as clear an explanation as rate possible of any increase over the normal death showing how far it is directly or indirectly due to famine; and

(*g*) a statement in form C-VII showing the amount of revenue, the collection of which has been ordered to be postponed from the current to the succeeding official year.

(*d*) Officers of all departments employed on famine duty within the limits of the district shall obey the Collector's orders on all points not exclusively professional.

63. The Chief Engineer shall— Chief Engineer.

(*a*) advise the Local Government on professional matters connected with relief operations;

(*b*) restrict expenditure on ordinary works in the affected area to the amounts necessary for the prevention of loss on or damage to existing works;

(*c*) arrange for the surrender to the Financial Department of all allotments under the ordinary heads in the Provincial budget on account of works which are taken up for purposes of relief as soon as it is decided that the works in question are to be treated as famine works;

(*d*) scrutinize the tools return and compare it with the famine programme and see that in each district there is a stock of tools sufficient for all demands when the anticipated maximum number of people are on the works, and make all arrangements for the supply of any deficiencies either by transfer or by purchase, reporting his action, in the latter case, to the Local Government;

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(e) draft the superior Engineering staff at his disposal to the circles where relief works are required or are in progress and satisfy himself that the Engineering staff appointed is sufficient to ensure good work being done;

(f) visit important relief works and see that the method of execution is efficient (and issue such orders as he deems necessary on this subject), communicating to the Famine Commissioner any remarks or suggestions that he wishes to make on points not exclusively professional, that is, on points not actually connected with the method of execution of work.

Superintending Engineer.

64. The Superintending Engineer shall—

(a) advise the Famine Commissioner and the Collector in professional matters connected with relief works;

(b) select, in communication with the Famine Commissioner, the most suitable works in the Public Works programme for execution by relief labour, avoiding any work which may subsequently entail heavy expenditure for completion or maintenance;

(c) restrict expenditure on ordinary works in the affected portion of his circle to the amounts absolutely necessary to prevent loss on or damage to existing works;

(d) arrange for the concentration of tools and plant in the affected divisions by transfer from unaffected divisions;

(e) draft the subordinate Engineering staff at his disposal to the divisions where relief works are required or are in progress and give early information to Government, through the Famine Commissioner of the number and character of any additional staff that may be required as the famine develops and satisfy himself that the staff appointed is sufficient to ensure good work being done;

(f) visit important relief works and see that the method of execution is efficient (and issue such orders as he deems necessary on this subject), communicating to the Famine Commissioner or Collector or both any remarks or suggestions that he wishes to make on points not exclusively professional, that is, on points not actually connected with the methods of execution of work.

65. (a) The Executive Engineer shall be the Collector's assistant and professional adviser and shall be responsible for the proper conduct of all departmental relief operations by his subordinates in accordance with the rules of this Code and the Public Works Code and such supplementary orders as may be issued from time to time by the Local Government or other constituted authority.

(b) In all matters which are not exclusively professional, that is, which are not connected with the methods of execution of work, he shall be subject to the control of the Collector. In purely professional matters he shall be subject to the general supervision ordinarily exercised by his superior officers in the Public Works Department. He shall be responsible for all arrangements and for the maintenance of discipline on the works under his control. If he sees any short-comings or any reason for alarm, he shall promptly report them to the Collector, even though they may not lie within his special sphere.

(c) All officers on the works including the Charge officer and the Medical officer shall be subordinate to him and his Sub-Divisional officer, and all orders connected with the works shall ordinarily pass through him, except in cases where delay would be injurious, when the Collector may issue orders direct to the Sub-Divisional officer with a copy to the Executive Engineer, or even to the Charge officer with copies to the Sub-Divisional officer and the Executive Engineer.

Powers and Duties of Supervising Officers.

(*d*) He shall give immediate notice to the Collector of any sickness or other occurrence which might render it advisable to stop admissions to any work and shall keep him punctually informed of the progress of works in the several forms prescribed in appendix D.

(*e*) He shall promtly apply to the Collector for such extra establishment as he may require in connection with relief works.

(*f*) He shall keep his Sub-Divisional officers or other Public Works disbursers immediately under his control in funds sufficient to meet all requirements and shall see that they are not allowed to run short of blank cheque-books.

(*g*) He shall give notice monthly in form K-I (with the Public Works heads of accounts printed) to the Collector of the funds required for the following month for the relief works in his charge.

(*h*) He shall see that the audit of the accounts of the Charge officers is conducted as rapidly as possible in his office and that memoranda of objections are forwarded at once for immediate explanation.

Public Works Sub-Divisional officer.

66. (*a*) The Sub-Divisional officer shall be responsible for the general management of the relief works in his immediate charge.

(*b*) He shall keep his Charge officers in funds by cheques on the nearest sub-treasuries and punctually submit to the Executive Engineer the consolidated accounts of the several relief charges in his sub-division in the forms prescribed in appendix D.

(Revenue) Divisional officer.

67. The (Revenue) Divisional officer shall—

(*a*) generally advise the Collector as to the necessity for opening, continuing or closing any branch of relief operations in the taluks under his charge;

(*b*) recommend the opening of any public or village works required to provide employment;

(*c*) generally supervise the operations of the Tahsildars, Circle officers, village officers, and all other subordinate officials and persons concerned in the administration of relief otherwise than on public works;

(*d*) be constantly on tour and visit all affected villages as often as possible, and in particular satisfy himself that—

(i) relief is being efficiently and economically administered;

(ii) selection for admission to works and gratuitous relief is being properly made;

(iii) the provision for medical relief in famine hospitals and dispensaries is adequate;

(iv) special precautions are taken to guard the drinking-water supply from pollution, wherever non-departmental works have been opened, and generally in villages in which epidemic disease has broken out;

(v) relief accounts are being correctly kept, and reports and returns properly submitted;

(vi) influential and reliable private persons of the neighbourhood are fully and effectually taking part in the administration of relief and are giving such employment and assistance to their tenants and dependants as the circumstances may require;

(*e*) regularly inspect public works opened for purposes of relief within his division and either submit an inspection report in form D-XII to the Collector through the Executive Engineer, or record his remarks in the inspection book (*see* appendix D, chapter XV) or adopt both methods.

NOTE.—To meet abuses of a serious nature calling for immediate rectification, he may issue orders direct to the Charge officer, reporting his action at once to the Collector through the Executive Engineer.

Powers and Duties of Supervising Officers.

Circle officer.

68. The Circle officer shall—

(1) make himself acquainted with every village in his circle and the circumstances of every household, especially in the case of the lower castes, by house-to-house inspection, to such extent as may enable him to judge correctly of the ability of its inmates to withstand distress;

(2) encourage landowners to employ labour, especially on the construction of wells, tanks and on similar useful works;

(3) make known the places at which and the classes of persons to whom relief works are open, the nature of each work and the wages offered, and encourage those in distress to go to such works;

(4) issue orders of admission to relief works where such are required under section 79 of this Code;

(5) assist in the management and control of village works;

(6) initiate and control measures for gratuitous relief (*see* chapter IX of this Code); instruct the village accountants, headmen and relief committees on all points necessary for the effective administration of relief in their villages and direct and control their action; check by means of surprise visits the balance of relief funds remaining with them from time to time and ensure their prompt recoupment; and arrange for the continuous supply of grain for distribution and the prompt and regular payment of the dealers making the supply;

(7) keep himself supplied with funds from the taluk treasury (remembering that he should always have in hand enough money for a fortnight's expenditure) and secure them in the nearest police station or deposit them with the village headman;

(8) visit each village in his circle at least once a week or more often if the Collector directs; test the completeness or otherwise of the lists of persons entitled to gratuitous relief, attesting all alterations he may make in them; and satisfy himself that relief has been given in the manner prescribed;

(9) assist in the management and control of kitchens intended for the relief of those residing in his circle;

(10) report immediately to the Taluk Relief officer the occurrence of any unusual sickness among men or cattle in any village in his circle; and

(11) submit weekly reports in form C-XIII to the Taluk Relief officer.

Taluk Relief officer.

69. The Taluk Relief officer shall be subordinate to the Divisional officer, but ordinarily of higher rank than the Tahsildar. His chief duty shall be to endeavour in every possible way, as an inspecting officer, to ensure the successful administration of all forms of gratuitous relief, and with this object he shall—

(*a*) frequently visit every part of his charge and examine and enquire into the condition of the people in villages, the state of the kitchens and poor-houses and that of the people in receipt of relief in them;

(*b*) supervise the work of the Circle officers, satisfying himself by personal enquiries that the gratuitous relief registers in each circle are carefully maintained and revised and that all persons whose names are included therein receive the relief to which they are entitled;

(*c*) submit weekly to the Collector, through the Divisional officer, diaries of his movements and the work done by him; and

(*d*) inspect the relief works in his taluks and more particularly those in charge of the Revenue Department, in order to note the condition of the workers and inmates of the kitchens attached to them.

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70. The Tahsildar in his taluk shall be the assistant of the Divisional officer in the discharge of the duties prescribed in section 67 *supra*, he shall also generally assist all others concerned in the administration of relief.

Tahsildar.

71. Where no special Taluk Relief officer is appointed, the Tahsildar in his taluk shall perform the functions of that officer: when one is appointed the Tahsildar shall ordinarily be subordinate to him and shall assist him in the discharge of the duties prescribed in section 69 *supra*. The duty of compiling the statistics of famine relief for the whole taluk, except those relating to public works, shall devolve on the Tahsildar, and for this purpose he shall be furnished by the subordinates concerned with statements in the prescribed forms showing the numbers on and the cost of the various forms of relief.

CHAPTER VI.

Description of the Various Measures of Relief.

72. Relief shall be afforded under two main systems—

(1) relief works, and
(2) gratuitous relief.

Relief works.

73. Employment on relief works is offered, subject to the rules and conditions hereinafter laid down, to individuals who are able to work.

Gratuitous relief.

74. Gratuitous relief is distributed, subject to the rules and conditions hereinafter laid down, to individuals who are physically or otherwise unable to work.

Other measures of relief.

75. In addition to the above main systems, certain other measures are adopted as affording direct or indirect relief, namely:—

(*a*) assistance to aboriginal tribes;
(*b*) assistance to weavers and other artizans;
(*c*) advances under the Land Improvement and Agriculturists' Loans Acts;
(*d*) suspension and remission of land revenue;
(*e*) preservation of cattle; and
(*f*) protection of orphans.

CHAPTER VII.

Relief Works.

76. In the management of relief works it is all-important to be prepared for a rush of applicants for work, to have a sufficient reserve of tools and plant on the spot, to form the feeble into separate 'weakly' gangs, to preserve the strictest discipline, to keep the dependants separate from the workers and to pay particular attention to sanitary arrangements. General.

77. The different classes of works are described in section 10 *supra.* Unless the available village works in a district are sufficient in number to provide relief for the whole period of a serious famine, non-departmental village works shall as far as possible be kept as a reserve against the outbreak of epidemic disease, or for occasions when it is desirable to disperse the people to the neighbourhood of their homes. Classification of works and precautions to be taken in selecting them.

78. The Famine Commissioner, acting in communication with the Superintending Engineer and the Collector, shall select the public works on the programme to be undertaken by the Public Works Department. In arriving at his decision he shall look to the prospective utility of the works and the possibility of their completion within or soon after the period of scarcity. In deciding on the number of works and the area which each shall serve, he shall be guided by the circumstances of the people, the condition and previous history of the locality and the readiness or otherwise of the people to take relief. Selection of relief works.

Such public works shall ordinarily be selected as will provide employment for at least 5,000 workers daily for one month.

79. In all districts in which scarcity has been declared to exist under section 54 *supra*, admission to both *public* and *non-departmental works* shall be limited to those applicants who have received admission orders under section 81 of this Code, unless the Local Government otherwise direct. Conditions of admission to certain classes of works.

In all districts in which famine has been declared to exist under section 54 *supra*, admission to a *non-departmental work* shall be limited to those applicants who have received admission orders under section 81 of this Code, unless the Local Government otherwise direct.

NOTE.—There shall be no restriction on admission to any other class of works.

80. The principle referred to in the preceding section shall not be applied— When the principle shall not be applied.

unless the Collector has at his disposal a sufficient staff with local knowledge to deal promptly and effectively with selection both for gratuitous relief and for relief on works,

or, in any circumstances, to persons obviously suffering from privation.

When the staff is insufficient to carry out the system of selection both for gratuitous relief and relief on works, selection for gratuitous relief shall be arranged for first and selection for relief on works shall be carried out as soon as possible after admission. The opening of relief works shall not be delayed because the process of selection is not complete, and relief shall not be denied to those who need it merely to facilitate the exclusion of those who do not.

81. Admission orders shall be granted by (i) the headman of the applicant's village, (ii) a committee of respectable residents of the village appointed under section 40 *supra* or specially for this purpose, or (iii) the Circle officer or other supervising officer. Such orders shall always be signed and dated by the person issuing them. Admission orders by whom granted.

82. The general rule regulating the grant of admission orders is that they shall be refused only to applicants living within four miles from the work who have *not* come to the end of their resources, but even to an applicant of this Rule regulating grant of such orders.

description an admission order shall be granted unless there is available an open work more than four miles from his village but within a reasonable distance, say 10 miles, of it at which he may find employment if he really desires it.

Residence.

83. Residence on works shall ordinarily be left to the option of the persons admitted to them.

Prohibition of contract system.

84. No work suitable for the purposes of famine relief shall, within an affected area, be executed under the ordinary contract system, unless it or any portion of it is of such a character or requires to be executed with such urgency as to demand treatment as an ordinary work, when it shall, if the Local Government so direct, be carried out by ordinary labour and not be open to relief workers.

System of working to be adopted.

85. Relief works may be carried out under—

(*a*) a system of fixed tasks, or

(*b*) piece-work system with a maximum limit.

The Local Government shall determine the system on which relief work should be carried out in each case or in any specified area.

Estimates for work.

86. Except in cases of great emergency, no work shall be undertaken unless at least an approximate estimate has been approved and a distinct appropriation has been made, by the proper authority.

Public Works—Organization.

Charge officer.

87. A special civil officer, who will be known as the 'Charge officer' shall be placed in charge of a public work or group of public works, and the work or group of works shall constitute a 'relief charge.' The Charge officer shall, whenever possible, not be of lower standing than a Deputy Tahsildar or officer of similar standing on the regular establishment of Government.

His duties.

88. The Charge officer shall be responsible for the general conduct of the work, and the organization of the people with a view to the preservation of order and the proper distribution of relief, and shall to this end have control over all officials connected with the charge. He shall pay special attention to the following matters:—

(1) the provision of tools and shelter;

(2) the adequate supply of good water and the proper disinfection of wells;

(3) the hospital and sanitary arrangements;

(4) the market arrangements and supply of food;

(5) the prompt admission and registration of applicants;

(6) the prompt relief of new-comers;

(7) the classification and treatment of workers and dependants;

(8) the separation of the weakly from the able-bodied, and the formation of weakly gangs or the individual tasking of weakly persons under section 102 of this Code;

(9) the care of children and infirm persons presenting themselves at the work;

(10) the adjustment of the task within the limits allowed in the authorized tables;

(11) the correctness and proper payment of wages;

(12) the provision of sufficient small coin;

(13) the hearing and investigation of complaints, daily, and at a fixed time;

(14) the immediate report to the District Medical and Sanitary officer, the Executive Engineer and the Collector of the outbreak of any epidemic disease; and

(15) the prompt submission of accounts and reports.

89. When workers reside on the works, the camps shall be selected with special regard to sanitary conditions, concerning which the Sanitary officers of the district or Presidency shall, if possible, be consulted. Camps.

90. No work shall be opened until— Essential preliminaries to opening a relief work.

(*a*) a satisfactory supply of drinking water for the workers has been secured;

(*b*) provision for the immediate isolation of cases of cholera, small-pox or other epidemic disease has been made; and

(*c*) suitable arrangements have been made for latrines.

91. (*a*) Hospital accommodation for the sick shall be provided for every work. Hospital arrangements.

(*b*) If there is no medical officer attached to a work, his duties shall be performed as far as possible by the Charge officer, who shall send all cases of serious illness to the nearest place at which medical treatment is available.

(*c*) The Charge officer shall systematically visit the hospitals and remedy or report any defect in their management.

92. If cholera breaks out on a work, the following procedure shall be adopted :— Special procedure in case of cholera.

(*a*) all materials liable to infection, such as old clothes, rags, etc., belonging to the sufferers or those in contact with them, shall, if possible, be destroyed, or at any rate be thoroughly disinfected: small huts and all materials used for bedding shall be burned;

(*b*) the charges shall be broken up into as small gangs as is compatible with proper supervision and discipline; and

(*c*) the gangs so formed shall be either transferred to other public works remote from the infected area or returned to their respective villages for employment there on village works, if available (*see* section 77 *supra*).

93. (*a*) The Collector shall take steps to ensure the provision of a sufficient supply of food for all works. Supply of food and market arrangements.

(*b*) When it is necessary to have a market for the supply of food on a work, the Charge officer shall see—

(i) that the shopkeepers are provided with suitable accommodation as near to the head-quarters of the camp as possible;

(ii) that the weights and measures used are fair;

(iii) that the articles supplied are fit for human consumption;

(iv) that the prices current on the work are notified daily in the market; and

(v) that the market is properly guarded.

(*c*) If it appears to the Charge officer that the prices current are or are likely to become excessive, he shall report the matter to the Tahsildar.

94. The Charge officer shall prepare for each work a progress return in form D-VII for each week ending on Saturday night and forward it to the Public Works Sub-Divisional officer, who shall compile an abstract in form D-IX for all works in his sub-division and send one copy to the Collector and one to the Executive Engineer. The Executive Engineer shall prepare an abstract for his division in form D-X and send one copy to the Superintending Engineer and one copy to the Chief Engineer. Weekly progress return.

95. The Charge officer shall at the same time prepare and submit to the Executive Engineer, through the Sub-Divisional officer, with a copy to the Collector through the (Revenue) Divisional officer, a general report for the same period in form D-VIII. General weekly report.

Admission and Classification of Workers.

96. In order that persons desiring employment may know where to apply and not be subjected to delays and uncertainty, a place to which all applicants shall be directed shall be fixed on every work and indicated by a conspicuous flag. A subordinate, who will be known as the 'recruiting maistry,' shall be in attendance there throughout the day to admit and register the applicants. The Charge officer shall visit the spot morning and evening to classify them and draft them on to the work. Admission of applicants to works.

Classification of relief-workers.

97. Persons relieved by employment on works shall be called relief-workers, and be classified as follows :—

Special class.—Gang-headmen and special gangs.

Class I.—Adults employed on digging or some equivalent labour.

" *II.*—Adults employed on carrying or some equivalent labour.

" *III.*—Children between the ages of 10 and 14 years who are able to work.

Charges and Gangs.

The charge.

98. A relief charge shall ordinarily contain not more than 5,000 workers. In the case of a work or part of a work which will not accommodate 5,000 workers, the limiting number shall be fixed by the Collector in consultation with the Executive Engineer. Any new-comers in excess of this number shall be registered and drafted to a different part of the same work or to another work in the neighbourhood.

Skeleton charges.

On a large work it may sometimes be convenient to form skeleton charges (that is, charges containing less than the full complement of gangs) with a view to preventing the disorganization that might result in case of a rush of applicants on to a charge fully made up.

Public Works Inspector.

99. (*a*) When there are more than three or four separate charges open in a district, a Public Works Inspector, who will ordinarily be on Upper Subordinate of the Public Works Department, shall be appointed to assist the Sub-divisional officer. His duty will be constantly to visit his charges in succession and correct faults in organization, check numbers, payments, and measurements, help in the setting out of new work and generally assist the Sub-divisional officer.

(*b*) When the Collector estimates that there are likely to be more than 40,000 persons on Public Works for a period of not less than three months, he shall arrange with the Superintending Engineer without delay for the constitution of additional sub-divisions.

Composition of gangs.

100. (*a*) The numbers of workers in a gang shall ordinarily not exceed 100 nor be less than 50. Members of a family including their dependants shall be in the same gang and residents in the same locality shall as far as possible be 'ganged' together.

Gang-headman.

(*b*) The members of a gang shall, if possible, elect their own headman.

(*c*) A nominal muster-roll in form D-III shall be maintained for each gang.

New-comers.

101. New-comers shall for the first week be individually tasked, being, if necessary, formed into small gangs for the purpose. If they have not become accustomed to the work within that period, they shall be kept under the same conditions for such longer period as may be necessary.

Weakly persons.

102. All weakly persons shall be separately ganged, but if they would thereby be separated from their natural protectors, they may be ganged with the able-bodied, being, however, in that case individually tasked.

Tasks under the Task-work system.

Standard task.

103. (*a*) The standard task for workers in class I shall be three-fourths of the task commonly performed by labourers in ordinary times.

(*b*) The standard task for workers in classes II and III shall be 10,000 cubic feet and 5,000 cubic feet respectively, carried over one foot of 'reduced lead' (*see* appendix D, paragraph 44). If these classes are employed on digging or some equivalent labour, their task shall be respectively two-thirds and one-third of the task of class I.

NOTE.—For detailed task tables *see* appendix D, chapter XI.

When tasks may be raised or reduced and by whom.

104. The Collector shall have power to raise the task from time to time at his discretion. Provided that weakly persons are separately ganged or individually tasked under section 102 *supra*, this will be the most effective means of tightening the conditions of relief. Tasks may safely be raised, if the

workers are in good condition, and the works appear to be unduly attractive and shall be raised when the approach of the rains makes it desirable to divert labour to the fields.

The Collector shall have power to reduce the task on the appearance of any general signs of deterioration of the workers, but for no other cause.

105. The Charge officer shall decide what is the class of soil or other local condition of the task, and adjust the task accordingly within the limits allowed in the authorized tables. Adjustment of the task.

106. For new-comers the task shall be pitched low at the outset, being raised gradually as the workers improve in dexterity and physical condition. Task of new-comers.

107. Weakly persons who are unable to do a full task shall be required to do only half of such task, whether fixed under section 103 or modified by the Collector under section 104 *supra*, or of the task fixed for such other work as may be prescribed by the Collector. No attempt to apportion the task more exactly to the strength of the weakly workers shall be made. If any persons are so weak as to be unable to do this half task, they shall be given such work as clod-breaking, etc., and be treated as dependants. Task of weakly persons.

NOTE.—Members of aboriginal tribes and weavers shall be given special tasks (*see* sections 170 and 173 of this Code).

Payment under the Task-work system.

108. Able-bodied workers shall be paid according to results, subject to the rules prescribed in sections 110 (*b*) and 112 of this Code. Payment to able-bodied workers.

109. If by reason of delay in the inception of relief measures, a sudden and unexpected influx of workers, or insufficiency of staff, it should be temporarily impossible effectually to secure— Payment of minimum wage to able-bodied workers in certain special circumstances.

(1) separate provision for the employment of the weakly, and

(2) the strict adaptation of the task to the nature of the work and the capacity of the workers,

the Famine Commissioner may direct that, until the defect can be remedied, the wage of even the able-bodied shall not fall below the equivalent of the allowances prescribed for dependants in section 128 of this Code, reporting his action immediately to the Local Government.

110. Payment in all cases shall be made— Payment to be made daily and to the nearest pice.

(*a*) daily and

(*b*) to the nearest pice (quarter-anna) only, omitting fractions less than one-third of a pice and counting the rest as one pice.

111. Payment shall be made to the individual, or jointly to the gang, according as the task has been allotted. In the latter case, it shall be made in the presence of all the members to a person chosen by themselves from their own number. Distribution of wages.

112. Work done should be calculated and paid to the nearest tenth, the benefit of any doubt being given to the worker: thus 95 *per cent.* and above will be paid for as the full task, from 94 to 85 *per cent.* inclusive as 90 *per cent.* and so on. The margin in measurement which is allowed in favour of the worker shall be discontinued whenever short work is due to contumacy. Measurement of work.

Rates and payment under the Piece-work system.

113. (*a*) Able-bodied workers employed under the limited piece-work system shall be paid according to results, subject to the maximum limits prescribed in the tables, at rates fixed with reference to the standard tasks prescribed in section 103 *supra* and to the wages prescribed in section 128 of this Code. Weakly persons applying for relief under this system shall be separately ganged and either given enhanced rates or treated as task-workers. Payment and measurement on works executed under the limited piece-work system.

NOTE.—For detailed rate tables, *see* appendix D, chapter XIV.

(*b*) Nominal rolls shall be maintained as under the task-work system.

(*c*) Payment shall be made (1) daily and (2) to the nearest anna only, fractions of half an anna and over being taken as one anna.

(*d*) The money earned by a gang shall be given to the headman in the presence of the gang who shall be told the amount paid and the number of days' work that it represents.

Dependants.

General.

114. (*a*) In famine districts, dependants shall be relieved on public works, except where provision for them is included in the rates in the case of works executed under the limited piece-work system.

(*b*) In scarcity districts, dependants other than children in arms shall not be relieved on village works.

(*c*) In neither class of district, shall dependants other than children in arms be relieved on village works.

Conditions of admission.

115. Before admitting dependants to relief, the Charge officer shall satisfy himself that they are unable to work and really depend on a worker on the work.

Classification.

116. On admission, dependants shall be classified as follows:—

Class IV.—Adults, including hospital patients and persons attending them—

(*a*) *male.*
(*b*) *female.*

Class V.—Children (*of both sexes*)—

(*a*) between the ages of 10 and 14, who are unable to work,
(*b*) under 10 years and over 7 years of age,
(*c*) under 7 years, but not in arms, and
(*d*) in arms.

Work for dependants.

117. Dependants on works may be employed on light work, such as grinding grain, cleaning the camp, etc., if they are able to perform it.

Elimination.

118. If the dependants are in such number as to interfere with discipline or to otherwise cause inconvenience, the Collector shall have the power to return all or a proportion of them to their villages and to bring them on to the gratuitous relief list, provided that children are in no case separated from their guardians.

Allowances how reated.

119. Allowances given to dependants shall be shown in the accounts as gratuitous relief.

Village Works.

Private works.

120. Private works, whether aided or unaided, shall be managed exclusively by the persons who have undertaken partial or complete responsibility for them. The management of the latter shall be left entirely to the persons undertaking them. The former, however, shall be conducted in accordance with the conditions of any agreement that may have been made in regard to them, and shall be periodically inspected with a view to seeing that such conditions are fulfilled. In both cases, the persons undertaking the works shall submit to the Collector a weekly return in form E-I showing the number of persons on the works, classified in such a way as may be prescribed.

Non-departmental works.

121. (*a*) Non-departmental works shall be carried out either by non-official agency, that is, by respectable landowners, the local relief committee, or other persons residing in the neighbourhood of the selected work, under the control of the Collector and his subordinates, or by official agency appointed by the Collector.

(*b*) If the pressure on non-departmental works is such that the Civil Agency at the disposal of the Collector is insufficient to cope with all of them, selected works may be transferred to the Public Works Department for management on the principles laid down in the next section.

Procedure.

122. The procedure laid down for public works in this chapter shall, *mutatis mutandis*, apply to non-departmental works with the following exceptions:—

(*a*) the standard task for workers in class I shall be the *full* task commonly performed by labourers in ordinary times, and that of workers in classes II and III, if employed on digging or some equivalent labour, shall be respectively two-thirds and one-third of the task of class I;

(b) payment shall be made at such intervals as the Local Government direct, but not less often than twice a week;

(c) no dependants other than children in arms shall be relieved, nor shall a hospital or market ordinarily be arranged for.

123. Where village works are likely to be numerous, they shall be supervised by a Village Works Inspector, who shall ordinarily be nominated by the Superintending Engineer but shall work entirely under the orders of the Collector. Village Works Inspector.

Rest-day.

124. All workers shall be allowed one day of rest in the week, either on Sunday or on the local market day. Rest-day.

Drafting.

125. The Collector shall have the power to draft workers from one work to another in the district, with the object of finding more useful or fresh employment for them, or to avoid infection. Power to draft.

126. The officer in charge of the work from which a draft is despatched to another work shall observe the following procedure:— Procedure.

(1) The draft shall ordinarily consist of not less than a full gang.

(2) A nominal roll of men, women and children shall be sent with each draft, with a statement of the reason for sending it.

(3) The draft shall be placed in charge of a trustworthy official, who shall be given money sufficient to support the persons in it until they reach the work to which they are consigned.

(4) On reaching the work to which the draft is consigned, the official in charge of the draft shall make over the persons included in it, with their nominal roll, to the officer in charge of that work, who shall at once compare the nominal roll with the draft, and satisfy himself that the draft has been properly fed in transit.

(5) If the receiving officer finds everything in order, he shall sign the nominal roll and return it after certifying the expenditure to the official in charge of the draft.

(6) If the draft does not correspond with the nominal roll, the receiving officer shall note the differences and cause the official in charge of the draft to explain them, and shall then transmit the nominal roll and the explanations to the despatching officer.

(7) If complaints of ill-treatment or insufficient feeding are made by any persons in the draft, the receiving officer shall investigate them and shall note his finding on the nominal roll and in the case of insufficient feeding he may refuse to certify the whole or any portion of the expenditure.

(8) Before despatching a draft of more than 300 persons, the despatching officer shall give timely warning by special messenger to the receiving officer.

CHAPTER VIII.

Wages and Allowances.

General.

127. The principle of famine-relief is that the wage should be the lowest amount sufficient to maintain healthy persons in health, and to this end the scale given in the next section has been framed. Persons who are not in health when they come on the works are treated specially.

Scale for works.

128. (*a*) On *public works*, the wages and allowances to be given to the general classes of workers and their dependants shall be as shown in the following table. The scale is intended to be sufficient to cover the cost of the 'grain item' and the 'other items' entered in the table :—

—		Wages or allowances in tolas of grain (grain equivalent).	Grain item in tolas.	Other items in tolas.			
				Pulse.	Salt.	Ghee or oil.	Condiments and vegetables.
Workers ...	Special class ...	to be paid the wage of class I and one pice (quarter-anna) extra.					
	Class I ...	90	55	10	1·25	2·5	2·5
	„ II ...	70	45	7·5	1·25	1·5	2·5
	„ III ...	50	35	5	1·0	0·9	1·25
Dependants ...	Class IV (*a*) ...	60	40	5	1·25	1·25	1·25
	„ IV (*b*) ...	50	35	5	1·0	0·9	1·25
	„ V (*a*) ...	40	30	3	1·0	0·5	1·0
	„ V (*b*) ...	30	25	2·5	0·5	*Nil.*	0·75
	„ V (*c*) ...	20	16·25	1.25	0·5	*Nil.*	0·5
	„ V (*d*) ...	15	13·75	*Nil.*	0·5	*Nil.*	*Nil.*

Note.—(i) The allowances for class V (*d*) may be as shown above or in the form of a payment of one pice (quarter-anna) extra to the mother.

(ii) When allowances are given in the shape of grain, etc., or cooked food, the Collector shall determine whether the third item under other items shall be ghee or oil, ordinarily selecting the cheaper, and shall also determine the proportion of condiments to vegetables in the last item. The cost of the cooked ration including fuel shall not exceed the price of the grain equivalent.

(*b*) On *non-departmental works*, the wages for workers shall ordinarily be less than on public works, the difference being decided by the Local Government according to circumstances.

(*c*) On *private works*, whether aided or unaided, the persons undertaking the work shall make their own terms with the workers.

Price basis.

129. The basis of conversion of the 'grain equivalent' into cash shall be the price prevailing in the nearest market of the cheapest grain in common use, cleaned for sale taken in seers of eighty tolas, twenty tolas or over being reckoned as a half seer and anything less than twenty tolas being left out of account. When, however, the cheapest grain in common use is ragi, a mixed basis of ragi and cholam or other grain shall be used, the proportion of ragi not being more than two-thirds or less than one-third—the exact proportion to be fixed by the Famine Commissioner. The price basis shall be fixed by the Collector and shall not be altered on account of small variations in market prices. To meet sudden and sharp oscillations in market prices, however, the Collector shall have power to alter the basis within a limit of 20 *per cent.* In no case shall any alteration be brought into effect except on the first day of the working week.

All changes should be notified to Government in the periodical reports, which should show the prices actually current as well as the prices accepted as the basis of conversion.

Note.—For statement of wages and allowances in cash, see appendix D, tables X and XI.

By whom and when the scale may be altered.

130. The standard scale of wages and allowances may be departed from only under the authority of the Local Government or, if he is specially empowered in this respect by the Government of India, by the Famine Commissioner : in no case shall it be varied by more than 25 *per cent.* either way. When the power of altering the wage is exercised, the order should take

the form of a direction that the wages in the wage-table shall be increased or lowered, as the case may be, by so many pice.

(*a*) The scale may be raised—

(i) when the physical condition of the people has so deteriorated that a more liberal diet is required, or

(ii) when the portion of the grain equivalent intended to cover the cost of the other items becomes insufficient owing to the prices of the latter not fluctuating proportionally with the price of grain, and when owing to a rise in prices the fractions less than one-third of a pice which, under section 110 (*b*) *supra*, are neglected in calculating the money wage, represent too large a proportion of the total grain allowance to be safely neglected.

(*b*) On the other hand, reduction may be necessary—

(i) in the case of village works, which are usually attractive as compared with public works, or

(ii) when it is desired to induce workers to return to their homes at the beginning of the rains.

131. (*a*) When relief is afforded to dependants on works, it shall be by means of cooked food or a cash dole (see sections 128 and 129 *supra*). Those who cannot attend at the works or who are excluded therefrom by the Collector under section 118 *supra* shall be brought on to the gratuitous relief list of their village under the next chapter of this Code. Allowances of dependants.

(*b*) The allowance for a child in arms shall be given to the mother in addition to her own wage.

(*c*) If any sign of insufficient nourishment appears among the children in receipt of a cash dole, cooked food shall at once be given them instead. Proviso.

132. If a birth occurs on a public work, the mother shall be permitted to absent herself and shall receive the dependant's allowance until such time as the Medical officer may certify her as fit to resume work. In the case of a village work, she shall be temporarily brought on to the village gratuitous relief list. In either case, the mother shall be given one rupee for medical comforts. Birth on the work.

133. Any person who arrives on a public or non-departmental work in an emaciated condition shall at once be given the dependant's cash dole or a meal of cooked food. Any such person who is not entitled under section 115 *supra* to remain on the work shall be supported until he can be sent to a poor-house or be otherwise provided for. Emaciated new-comers.

134. The allowance for dependants shall be given to workers and dependants on all public works and to workers on non-departmental works for any day— Off-day allowance.

(*a*) occupied in registration, marching, medical inspection, or the like;

(*b*) on which work is unavoidably stopped, for example, on account of the weather.

Such allowance shall not be paid for dependants in a scarcity district.

135. In "famine" districts, workers and dependants shall receive for the day of rest prescribed by section 124 the allowance prescribed for dependants by section 128. The allowance shall be paid on the day previous to the rest-day. Rest-day allowance.

In "scarcity" districts, there shall be no rest-day allowance except for weakly gangs or weakly persons individually tasked under section 102 of this Code, unless the Local Government otherwise direct. The Local Government shall report the reasons for any such direction for the information of the Government of India.

The rest-day allowance prescribed under this rule may be paid separately or may be provided for in the rates allowed for works conducted under the piece-work system.

The allowance shall not be given to those who have been less than three days on the works unless they are members of a weakly gang or are weakly persons in an able-bodied gang individually tasked under section 102 *supra*.

CHAPTER IX.

Gratuitous Relief.

General.

136. Gratuitous relief may be given—

A.—On relief works.
B.—In villages.
C.—In poor-houses.

Success in regulation of this form of relief depends upon the careful management of kitchens, proper and timely village organization and free use of non-official agency under proper supervision. Relief should be regulated by individual selection alone, no automatic test of distress being applied : strictness in selection is necessary at first, but during the rains a considerable extension of relief will ordinarily be required.

Presons eligible for gratuitous relief.

137. The following classes of persons shall be eligible for gratuitous relief in one or other of the forms above specified, provided that they have no relatives able, and by the custom of the country bound, to support them :—

(*a*) idiots and lunatics ;
(*b*) cripples ;
(*c*) blind persons ;
(*d*) all persons who from age or physical infirmity are incapable of earning their living ;
(*e*) all persons whose attendance on the sick or on infant children in their own homes is absolutely necessary ; and
(*f*) persons of respectable birth, including *gosha* females, who are unable to earn a livelihood and are in danger of starvation.

A.—On Relief Works.

Dependants.

138. Dependants on relief works shall be relieved in the manner provided for in section 131 *supra.*

B.—In Villages.

Inspection.

139. Village inspection is essentail at all stages of famine, but particularly at the outset. It is the best source of information as to the extent of distress ; it puts heart into the people ; it enables the Collector to take risk without anxiety and to regulate with confidence the flow of relief ; without it individual selection for relief cannot be properly worked.

Procedure in hecking the list.

140. The following procedure shall be observed by the Circle or other supervising officer in checking the correctness of the gratuitous relief list in form F-I :—

(i) on the occasion of each visit, the list shall be called for and enquiries made in the presence of the village accountant, the village headman and respectable inhabitants of the village, such as members of the committee formed under section 40 *supra* ;

(ii) the Circle officer shall then ascertain the population of the village, the numbers present and absent and the reasons for the absence of individuals ;

(iii) the numbers accounted for shall be divided into two classes—
(*a*) men and women of respectable birth, and
(*b*) all other persons ;

(iv) men and women of respectable birth who, after enquiry from the persons present, are found to be in danger of starvation, to be unable to earn

a livelihood and to have no relatives able, and by the custom of the country bound, to support them shall be brought on to the list ;

(v) other persons needing relief shall be further divided into two classes—

(1) those able to work, and

(2) those unable to work, either from physical weakness or from having young children or sick people to look after : this class will consist mostly of women and children ;

(vi) those able to work shall be directed to the nearest relief work, being given an order of admission if required under section 79 *supra* ;

(vii) those unable to work and who are found to have no relatives able, and by the custom of the country bound, to support them shall be brought on to the list; those who are only temporarily unable to work owing to sickness or privation shall be kept on the list for such time only as the inability may remain ; those unable to work but who possess able-bodied male relatives not in receipt of relief shall not be brought on to the list unless the Circle officer is satisfied that special circumstances warrant such indulgence ;

(viii) the list framed as above shall be made over to the village headman who shall produce it for inspection when required.

141. The name of all persons thus admitted to gratuitous relief shall be entered by the Circle officer in a register in form F-II providing for the continuous record of relief given to each individual from time to time ; a copy of the register shall be kept by the village headman for reference by inspecting officers. Special register.

142. A ticket, in form F-III, dated, signed and bearing a serial number corresponding to that in the list, shall be given to each person entered on the register, showing the relief to which he is entitled and the name of the distributor of such relief. All relief in whatever form given to the holder of the ticket shall be recorded thereon at the time. Relief ticket.

143. Each village shall be visited, if possible, once a week by the Circle officer who shall scrutinize the list, muster the persons entered therein other than *gosha* females, remove from the list those who have become fit to work and bring on to it others eligible under the rules. Correction of list.

144. In urgent cases, the village headman shall arrange for the relief of persons not on the list, pending enquiry by the Circle officer at his next visit. Relief in urgent cases.

145. Recipients of gratuitous village relief, if fit for work, may be required to perform light work suitable to their condition, such as spinning cotton or winding silk. Work in return for relief.

146. The allowances shall be the same as those prescribed for dependants in section 128 *supra* and shall be given in the shape of a dole in grain at the people's homes, unless the Local Government direct otherwise. Allowances.

147. (*a*) The distributing agency shall at the discretion of the Divisional officer consist of any of the following:—the village headman, the village accountant, the local sub-committee, if any, appointed under section 40 *supra*, or a *panchayat* of respectable residents. Their duty shall be to prevent fraud in the distribution of the doles and to see that the provisons of the Code are duly observed. Procedure when relief is given, at the people's homes.

(*b*) If the relief is distributed in cash, a permanent advance shall be given to the village headman.

(*c*) If the relief is distributed in grain, arrangements for its supply shall be made with the contractor appointed under section 211 of this Code.

148. Villages shall be grouped into circles not more than five miles in diameter, so as to admit of all persons dependant on the kitchen coming to it daily in the morning and returning to their homes in the evening. In the rains, however, the circle served by the kitchen shall not extend beyond the In kitchens.

limits of the village in which the kitchen is situated. The kitchen ration shall consist of the several items prescribed for dependants in section 128 *supra*.

NOTE.—For rules as to the management of kitchens, *see* appendix G.

Starving wanderers.

149. Starving wanderers shall be given such food as may be necessary and as soon as possible be returned to their homes or passed on to the nearest relief work, kitchen, or poor-house. Sums expended under this section and by the police under section 197 of this Code shall be treated as expenditure on gratuitous relief.

Gratuitous relief in towns.

150. The above rules for the distribution of gratuitous relief in villages shall, *mutatis mutandis*, be followed in town: the Collector at his discretion shall nominate for the purpose a certain number of officials and associate with them committees of respectable residents.

C.—In poor-houses.

General.

151. Poor-houses are intended for the housing and maintenance of homeless and destitute wanderers unfit for employment on works, who have been sent adrift by the contraction of private charity and who cannot be satisfactorily looked after in ordinary kitchens. Persons admitted to poor-houses must reside in them and conform to their rules. A certain amount of pressure may legitimately be used to draft wanderers in need of relief to poor-houses.

Site.

152. Poor-houses shall be situated on the outskirts of a town, on a well-drained site having an ample supply of water for drinking and bathing purposes.

Hospital.

153. A hospital, the site of which shall be selected with due regard to sanitary considerations, shall be attached to each poor-house.

Applicants for admission to poor-house how to be dealt with.

154. (*a*) Applicants for relief, whether they come voluntarily, or are sent by relief officers or brought by the police, shall be received in an enclosure outside and near to the door of the poor-house, and the Medical officer attached shall attend daily at fixed hours to examine them.

(*b*) All persons in need of food may be temporarily admitted to a poor-house, but only those shall be allowed to remain in it after their immediate necessities have been relieved, who—

(1) are temporarily unable to work, owing to illness or physical weakness, or

(2) are permanently unable to work, but cannot owing to distances, physical condition or other reason be conveniently sent to their villages to be brought on to the gratuitous relief list.

(*c*) All other persons admitted shall receive one or more meals as circumstances may require, and shall be either directed to proceed to the nearest relief work or, if necessary, sent to it in charge of a peon, to whom the Charge officer shall give a receipt notifying the arrival of the applicants and how he has disposed of them.

(*d*) Lepers shall not be admitted to a poor-house or drafted to a relief work. They shall be relieved temporarily and sent to their villages to be brought on to the gratuitous relief list.

Ration.

155. Inmates of poor-houses shall ordinarily receive a ration of cooked food equivalent to the allowances prescribed for dependants in section 128 *supra* but the scale of food provided in the hospital shall be laid down by the District Medical and Sanitary Officer with the sanction of the Collector.

Clothing.

156. Inmates of poor-house shall, when absolutely necessary, be supplied with clothing, the cost of which, if not met by private charity, shall be defrayed by Government.

Number and size of poor-houses.

157. The number of poor-houses to be established in any district shall be determined by the Collector with the sanction of the Famine Commissioner.

Ordinarily, one poor-house at the head-quarters of the Tahsildar or the Deputy Tahsildar should suffice. The poor-house shall ordinarily not accommodate more than 500 persons.

158. Members of local boards or local relief committees, Municipal Councillors and Government officials of all classes shall be eligible as visitors of poor-houses and may enter any remarks that they wish to make with regard to the control and management of the poor-house in a book to be maintained for the purpose. Visitors.

159. When the Collector thinks it desirable to close a poor-house, he shall fix a date after which no one shall be admitted and all inmates who are fit for work shall be dismissed. He shall also arrange for the transmission to their homes or the support by private charity of such inmates as are unfit for work and incapable of supporting themselves. Closing of poor-houses.

NOTE.—For rules as to the management of poor-houses, *see* appendix H.

CHAPTER X.

Rains Policy and Closure of Relief.

General.

160. In the interests of the country at large the early re-establishment of normal agricultural conditions, after a famine, is most important. With the setting in of the rains, those in receipt of relief on works should be induced gradually to return to their homes to work in the fields, the system of gratuitous relief for the weak and helpless being expanded to some extent, if necessary.

Policy before the monsoon breaks.

161. (*a*) As the hot weather draws to an end, large public works shall be closed, the workers being distributed on small public works near their homes and on village works, and their dependants being admitted to village gratuitous relief.

(*b*) At the same time steps shall be taken to distribute donations, if any, received from the Indian Famine Charitable Relief Fund, and *takkavi* advances for the purchase of seed and cattle.

Policy after the monsoon breaks.

162. (*a*) Premature action shall be guarded against and measures of relief shall not be entirely withdrawn until after the monsoon has actually declared itself. If the people cling to the small public works and the village works even after the rains are established, the task shall be raised for the able-bodied workers and pressure may be used to get them back to their villages, dependants and weakly persons being brought on to the village gratuitous relief list.

(*b*) A few works shall be kept open to meet any unexpected contraction of the labour market, but all works shall be closed when the earliest principal autumn crop is ripe.

Closure of relief.

163. (*a*) As the demand for agricultural labour increases, the gratuitous relief lists shall be specially scrutinized, with a view to removing individuals who no longer deserve relief. When the earliest of the principal autumn crops has been gathered, the process of elimination shall be more general, whole villages being struck off the list at a time.

(*b*) Poor-houses shall be kept open until the autumn crops generally have been harvested.

(*c*) On the discontinuance of gratuitous relief of any kind, the recipients of it shall be given a final dole sufficient to support them for about a fortnight. The numbers in receipt of such doles need not, however, be shown in the weekly reports and returns as on relief. For the purpose of calculating the unit cost of relief throughout the famine, famine operations should, however, be regarded as having closed on the expiry of the period for which the doles were granted.

CHAPTER XI.

OTHER MEASURES OF RELIEF.

Assistance of Aboriginal Tribes.

164. The officers appointed to administer relief to aboriginal tribes shall be specially selected for their knowledge of, influence over, and tact in dealing with them. Automatic labour tests are generally unsuited to these tribes: personal enquiry into the circumstances of individuals shall generally take their place. Where the tribes have leaders or any social organization, the freest use should be made of them in the distribution of relief. If the tribes show reluctance to come to ordinary relief works, they shall be employed near their homes on work that is congenial to them. General.

165. Any members of these tribes who are willing to attend ordinary relief works shall, as far as possible, be separately ganged and, if possible, kept on a detached portion of the work. Separation of tribes on ordinary works.

166. To provide for those who are unwilling to attend ordinary relief works, the following procedure shall be adopted :— Special relief measures.

(*a*) special programmes of suitable works shall be drawn up annually by the Collector and submitted to the Local Government through the Board of Revenue (see section 22 *supra*) ;

(*b*) such programmes shall provide for the employment of 15 *per cent.* of the total numbers in these tribes for a period of six months ;

(*c*) for the purposes of the programmes, circles shall be formed containing four or five villages, the object being to secure relief within five miles of each village ;

(*d*) the works entered in the programmes shall be of such a kind as the people are accustomed to, for example :—

(1) making and clearing of village tanks ;
(2) construction of wells ;
(3) improvements in sanitation ;
(4) construction and clearing of jungle-stream crossings ;
(5) making or raising of embankments ;
(6) clearing fields of stones and stumps ;
(7) cutting and storage of grass ;
(8) wood-cutting and cutting of forest lines ;
(9) mat-making ;
(10) collection of wild produce for the market ; and
(11) from the end of April onwards the preparation of fields for cultivation, and in the rains the weeding of them.

167. On the first warnings of scarcity, specially careful village inspection shall be made, and those who are likely to require relief shall be divided into three classes :— Classification of members of tribes.

(*a*) those incapable of work and requiring gratuitous relief ;
(*b*) those capable of work and without resources of any kind ; and
(*c*) those capable of work and with some resources, but requiring partial relief.

Persons in class (*a*) shall be brought on to the gratuitous relief list.

Persons in class (*b*) shall be conducted to the ordinary relief works or, if unwilling to go, shall be employed on special work as indicated in the preceding section.

Persons in class (*c*) shall be relieved either by employment in the same way as persons in class (*b*) or by the sale to them of grain at specially low rates in quantities just sufficient for their requirements.

168. Village inspection shall, throughout the period of famine, be specially careful, and the provisions of the Code regarding the admission to gratuitous relief shall be liberally interpreted. Village inspection.

Other Measures of Relief.

Free admission to works.

169. Special relief works opened for the tribes shall be free without restriction to all members.

System on works.

170. On such relief works individuals shall be separately tasked, and the tasks shall be low.

Wages and gratuitous relief.

171. The scale of wages and allowances may be reduced by the Local Government with reference to the extent to which forest products are available for food.

Assistance to Weavers and other Artizans.

Circumstances in which special relief may be given to weavers.

172. Distressed weavers shall, if possible, be given special relief at their own craft, if their sole occupation is weaving and if they are deemed—

(*a*) unfitted by the practice of their profession and hereditary habits for hard out-door labour, or

(*b*) physically incapable of earning a sufficient livelihood on ordinary relief works, or

(*c*) not susceptible to the ordinary labour test on such works without risk of impairing or injuriously affecting the manual skill or delicacy of touch necessary for success in their own craft, or without otherwise endangering their connection therewith.

173. Such relief shall be organized only where weavers are found congregated in considerable numbers in the same town or village, or in a group of adjacent villages. In other localities, weavers shall be employed on light work, such as carrying earth or digging in soft soil, and shall as far as possible be separately ganged and be tasked with due regard to their peculiar circumstances.

174. (*a*) No relief of this kind shall be granted without the sanction of the Famine Commissioner. In submitting proposals for granting such relief, the Collector shall report—

(1) full details of the description and sizes of cloths proposed to be woven, the selection being ordinarily restricted to articles that can be utilized by Government in jails and in other departments or to coarse cloths such as are worn by the lower classes and are likely to meet with a ready sale, and

(2) whether the kinds of cloth proposed are ordinarily in demand locally.

(*b*) The Collector shall, in consultation with persons having experience of the subject, settle the time and labour required for turning out each description of cloth, where this has not been already done with the approval of the Local Government.

Issue of materials and taking delivery of woven cloth.

175. On admission to relief, each weaver shall receive a preliminary issue of the materials required for the description of cloth that he is to weave or, where necessary and advisable, their value. When these materials are converted into woven cloth in accordance with the prescribed task-tables, the weaver shall deliver them up and shall be paid for the work done at certain fixed rates, subject to deductions for work not up to standard. The rates shall be calculated with reference to the daily wages prescribed for relief workers in class II in sections 128 and 129 *supra*, and the time and labour necessary for the manufacture of the particular description of cloth, but shall in no case exceed the current market rate for similar work. A further issue of materials will then be made, and the procedure prescribed above will be repeated on each subsequent delivery of woven cloth.

NOTE.—For further details of the scheme for the administration of this form of relief, see Appendix I.

Sale of manufactured products.

176. The Collector shall arrange to dispose of such manufactured products to the best advantage, crediting the sale-proceeds to Government or, if reliefhas been dispensed from any charitable fund, to such fund.

Relief to weavers' children and dependants.

177. Such members of weavers' families as are incapable of work of any kind and non-working children shall be fed gratuitously at kitchens, if necessary, being given the allowances prescribed for dependants in section 128 *supra*.

Other Measures of Relief.

178. As a rule bricklayers, masons, carpenters and blacksmiths will find suitable employment in their respective crafts on ordinary works. Such artizans and petty craftsmen, especially in villages, who cannot find employment in their own line, must have recourse to the relief works. Other artizans.

Advances under the Loans Acts.

179. The Collector shall, throughout the period of famine, do his utmost to encourage the taking of loans for land improvements, such as well-sinking, removal of *nath* grass, etc., by the aid of State loans under the Land Improvement Loans Act, and to that end shall take steps to bring to the knowledge of the ryots in all localities the advantages of the rules under the Act, to invite applications for loans and to make special arrangements for the disposal of the applications with despatch. He shall apply, as soon as may be necessary, for additional allotments of funds and for the appointment of additional Tahsildars and Revenue Inspectors and any establishment that may be required for them. Land improvement loans.

180. Loans under the Agriculturists' Loans Act to enable ryots— Agriculturists' loans.

(1) to purchase fodder for the maintenance of their cattle;

(2) to purchase cattle;

(3) to purchase seed-grain; and

(4) to subsist until a harvest is secured;

are of considerable value as relief measures.

(i) Fodder loans should be granted only when there is a reasonable certainty of their being properly utilized. Fodder.

(ii) Loans for the purchase of cattle should be granted only when they are likely to lead to an increase in the tilling capacity of a locality, and not to induce the mere local transference of cattle. Cattle.

(iii) With the improvement of conditions after a period of drought, it may be necessary to make advances to enable ryots to purchase seed-grain. In estimating the amount of advance to be given under this head, it may be calculated that one ton of seed-grain is generally sufficient for 120 acres of dry or 40 acres of wet land. Care should be taken that advances reach the hands of the ryots so as to ensure their purchasing the seed as nearly as possible at the exact time for sowing. Seed-grain.

(iv) Loans for subsistence should be granted only to distressed pattadars who have neither money nor grain left. Great care should be taken in distinguishing between the really needy applicants and those who have some stock of money or grain or both in hand. Subsistence.

180-A. The advances under sections 179 and 180 shall always carry interest at the usual rate, and while due regard shall be paid to the subsequent seasons and the circumstances of the borrowers, repayment of these loans shall take precedence of the recovery of arrears of land revenue. If the recovery of the advances will involve great hardship, a portion of the loan itself, and not merely the interest, should be remitted.

180-B. Grants of State aid to landowners for the construction of private works may take the form partly of a loan under the Land Improvement Loans Act repayable with interest on the ordinary terms and partly of a free grant-in-aid from famine funds to be spent by the grantees on the employment of labour in acccordance with the system of "aided private works," as defined in section 18 (ii) and provided for in sections 120 and 123 of this Code.

Suspension and Remission of Land Revenue.

181. (*a*) Relief by suspension of revenue shall, in times of scarcity or famine, invariably be uniform over recognised tracts of country. General estimates for homogeneous tracts or groups of villages or larger territorial areas shall be worked out, and upon these estimates uniform suspensions shall be made as soon as possible. In no case shall differential treatment between the rich and poor proprietors or tenants be attempted. Suspension of revenue.

Remission of revenue.

(*b*) Remission of revenue is ordinarily rather a question of land revenue administration than of famine-relief, but prompt enquiries as to the necessity for the grant of remissions should be instituted, and it should be remembered that reasonable remissions are from the point of view of relief the necessary complement of suspension of revenue. Where remissions are given, they should ordinarily be given uniformly over homogeneous tracts or groups of villages or larger territorial areas, in order to afford relief to the ryots.

Preservation of Cattle.

Steps to be taken by the Collector.

182. When it appears to the Collector that there is likely to be a serious failure of the pasture and fodder in the district with consequent loss of cattle, he shall, with reference to what is stated in the following sections, take steps with a view to averting such loss and preserving the cattle against the time when agricultural operations may be resumed.

Free grazing to cattle.

183. (1) In those reserves which are ordinarily open to grazing, free grazing to all cattle seeking admission shall, as far as possible, be allowed. Where, however, the number of such cattle exceeds the grazing capabilities of the reserve, the Collector shall take steps to reduce the number of cattle to the maximum which the reserve will support, either by the imposition of a moderate grazing fee or by such other means as he may consider best suited to the circumstances. Preference shall, in this event, be given to the more valuable animals.

(2) In those reserves which, for reasons of forest conservancy, are ordinarily closed to grazing, the first concession shall be to allow free cutting and removal of grass. Later, grazing may be allowed either subject to the payment of fees or, if the Collector considers it desirable, free.

(3) No grazing shall be allowed in areas under plantation unless the trees are old enough to be safe from attack by cattle. Areas under regeneration, in which the trees are not old enough to be safe from injury from cattle, shall not be open to grazing without special consideration.

(4) Goats shall not be admitted to areas ordinarily closed to grazing, and their admission into other areas which contain forest growth of any importance shall be permitted only for special reasons and on payment.

(5) Professional graziers and cattle-breeders may be permitted to share with agriculturists in such grazing as is allowed, but they shall not be considered entitled to enjoy such grazing free of payment.

By whom free grazing to be allowed.

184. The power to allow free grazing under section 183 (1) *supra* and also to impose fees and regulate the number of cattle to be admitted, where such measures are considered necessary under that rule, shall vest in the Collector, but he shall report his action for the information of the Board of Revenue and the Local Government. Concessions under section 183 (2) *supra* may be granted only with the sanction of the Board of Revenue or the Famine Commissioner and shall also be reported for the information of the Local Government. Areas coming under section 183 (1) may, at the Collector's discretion, be considered as coming under section 183 (2) and *vice versâ* and dealt with accordingly.

Water-supply.

185. If water is deficient on routes largely used by cattle on the way to forest reserves or in forest reserves, the Collector shall, in concert, where necessary, with the District Board, make such arrangements to supply the want as are possible.

Management of reserves.

186. The management of pasture reserves and control of the cattle admitted to them shall be in the hands of the Forest officers.

Cattle camps.

187. When a fodder famine is severe, a cattle camp may, with the previous sanction of the Local Government, be instituted in each district under veterinary supervision. Only selected cows and a few selected bulls shall be accommodated in the camps, the chief object of which is to preserve valuable breeds. The Collector may purchase the cattle admitted to the camp and at the end of the famine re-sell them.

Other. Measures of Relief.

Importation of fodder.

188. (1) The importation of fodder (including other cattle foodstuffs) shall be left mainly to private enterprise, but the Collector shall (*a*) assist, private enterprise by publishing the fact that fodder is wanted in any tract, (*b*) give liberal advances for the purchase of fodder. When the Collector thinks that private enterprise is not likely to be adequate or that the State should guarantee the sale of fodder imported, he should report the matter to the Board which will consider the nature and extent of the Government aid which should be given to facilitate importation and distribution and report its views to Government.

(2) Where Government consider this course to be necessary, a special officer will be appointed to superintend the purchase, collection, transport and delivery of fodder. The duties of such special officer are described in Appendix M.

Protection of Orphans.

General.

189. The Collector shall, in times of famine, be the temporary guardian of children who are found deserted in his district. He shall have the care of them until three months have elapsed after the close of the famine, during which time efforts shall be made to discover their natural protectors or, failing these, respectable persons of the same religion willing to adopt them. Deserted children shall not be made over to persons or institutions of different religion until all efforts to find persons and institutions of their own religion willing to take charge of them have failed.

Treatment of children abandoned.

190. (*a*) Children abandoned by their parents or guardians shall, if old enough, be sent to a suitable relief work and, if too young to work, shall be admitted to the nearest kitchen or poor-house.

(*b*) Registers shall be kept in form J-I in which all the information procurable as to the parentage and villages of the children shall be entered, in order to facilitate the tracing of, and their subsequent restoration to, their parents or natural protectors.

Private orphanages.

191. Managers of aided or unaided private orphanages shall also maintain a register similar to that prescribed above. Extracts from this register shall be forwarded monthly to the Collector who shall endeavour to find the parents or guardians of such children and, if the parentage or relationship is satisfactorily established, make over the children to the persons claiming them.

Limitation for removal of unclaimed child.

192. An unclaimed child, whether in a State or private orphanage, shall not be removed from the district in which it was found until three months after the close of relief operations in the district.

CHAPTER XII.

DUTIES OF POLICE OFFICERS IN CONNECTION WITH FAMINE.

Protection of markets, etc.

193. The police shall take special precautions to protect markets and all places where grain is stored; additional patrols must also be sent out on the lines of communication, so as to give general confidence to the importers of grain.

Supply of additional staff.

194. The District Superintendent of Police shall, in consultation with the Collector apply for such additional officers of his department, superior and subordinate, as may be required for special duty in connection with famine and obtain sanction to enlist from time to time such extra men as may be necessary to meet all requirements.

Patrol system for relief of distressed wanderers.

195. He shall organize a system of patrols whose duty it will be to bring in distressed wanderers from the main roads generally and from the lanes and byeways of towns and villages and transmit them to the nearest relief work, kitchen or poor-house, or, in the absence of any such within a reasonable distance, to the headman of the nearest village.

Weekly reports.

196. The District Superintendent of Police shall embody in his weekly reports full information for the District Magistrate on the following matters:—

(1) any increase in crimes attributable to a general rise in prices or scarcity of food;
(2) any wandering of needy, starving persons;
(3) any migration to or from the area under his charge;
(4) any unusual increase of mortality in the area under his charge;
(5) any cases of starvation or severe want;
(6) any decline in the above symptoms of scarcity.

Relief of urgent cases.

197. He shall obtain funds sufficient to enable him to give a small advance to every officer in charge of a station for the purchase of food in cases where immediate relief is necessary, and procure from the District Medical officer, for supply to his subordinates, simple instructions regarding the kind and quantity of food to be given to starving wanderers as well as small quantities of cholera and fever medicines.

Disposal of corpses.

198. It shall be the duty of the police to see that the corpses of persons who have died by the roadside are properly buried or cremated by the village authorities, and open registers of such deaths and periodically submit extracts therefrom as the District Magistrate may direct.

CHAPTER XIII.

Duties of Medical and Sanitary Officers in connection with Famine.

Surgeon-General.

199. (*a*) The Surgeon-General shall, in ordinary times, maintain a list of candidates qualified for employment as medical subordinates during famine. On the first appearance of distress, he shall be informed by the Collector, through the Board of Revenue, of the demands for extra staff that are likely to be made upon him, and he shall at once make active efforts to supply it. The Collector's estimate shall provide for at least one subordinate to every charge on a large departmental work, one, if possible, to every group of small departmental or non-departmental works, and one to every poor-house. Qualified men from among the pensioned medical officers of the Warrant and Hospital Assistant classes may be enlisted and, should the supply from this source prove inadequate, native private practitioners, at least to attend the sick at night, may usefully be employed.

(*b*) Should local sources fail, the Surgeon-General shall promptly inform the Government, in order that other provinces may be indented on.

(*c*) He shall at an early stage issue instructions in regard to the hospital treatment and diet of famine patients.

(*d*) He shall see that all requisitions from District Medical and Sanitary officers for medicines, instruments and appliances for the treatment of the sick in famine hospitals are promptly complied with.

(*e*) He shall as far as possible personally inspect and supervise medical arrangements made in connection with famine-relief.

(*f*) He shall submit every month to the Local Government, through the Famine Commissioner, an abstract of the reports received from the District Medical and Sanitary officers with reference to section 201 of this Code.

Sanitary Commissioner.

200. The Sanitary Commissioner shall—

(*a*) issue the necessary instructions for the guidance of the sanitary staff employed or likely to be employed on famine relief works, and in kitchens and poor-houses regarding sanitary arrangements, water-supply, food-supply, disposal of corpses, measures to be adopted on the occurrence of epidemic or other disease and generally all matters affecting the health of those in receipt of relief;

(*b*) personally inspect relief works, kitchens and poor-houses, satisfy himself that the conservancy arrangements are efficient, and ascertain the physical condition of the people there; and

(*c*) as the result of his inspections report to the Local Government, through the Famine Commissioner, on any points of special importance touching (1) the adequacy or otherwise of the scale of wages and allowances, (2) the size, position and management of relief works in their relation to public health, at the same time including any important deductions from the vital statistics of the affected tracts.

The Collector shall, before the 15th of every month, report by telegram the mortality in his district in the preceding month, and the Sanitary Commissioner shall submit mortality returns for all districts to the Local Government without delay. The Sanitary Commissioner shall inform the Local Government if, from such telegrams or other sources, he is led to suspect the existence or imminence of famine in any district.

District Medical and Sanitary officer.

201. (*a*) The District Medical and Sanitary officer shall act in all matters connected with the general administration of famine-relief subject to the control of the Collector, and be guided in all professional matters by the orders

Duties of Medical and Sanitary Officers.

of the Surgeon-General and the Sanitary Commissioner, to whom he shall report fully and freely on all points, medical and sanitary, connected with famine and submit, with a copy to the Collector, a monthly return on the following matters :—

(1) any increase of illness and disease believed to be due to want of food;

(2) any deaths due to illness induced by want of food;

(3) the number of patients treated at famine hospitals; and

(4) the distribution of the subordinate medical staff and any increase to it that may be required.

(b) He shall be responsible for the departmental administrative arrangements for medical relief, subject to the general control of the Collector, and shall make it his special duty personally to supervise and direct the work of his subordinates and prevent any abuse of the discretionary power vested in them in regard to the capacity of relief workers.

(c) He shall keep his subordinates supplied with medicines, instruments and appliances for the treatment of the sick in famine hospitals, obtaining them, if necessary, by indent on the Surgeon-General.

(d) He is authorized to deal with misconduct on the part of medical subordinates of the permanent establishment employed on famine duty by suspending them, reporting the circumstances with their explanations for the final orders of the Surgeon-General. He may, subject to the approval of the Collector, summarily dismiss persons temporarily entertained.

(e) He shall promptly bring to the notice of the Collector or Executive Engineer all matters relating to the health of the workers that require immediate notice, and shall see that the rules laid down for the medical and sanitary arrangements in connection with famine-relief are obeyed.

(f) In the event of a difference of opinion between the Collector and the District Medical and Sanitary officer on a question affecting sanitation or the public health, the latter may require the former to refer the matter to the Sanitary Commissioner, whose orders shall be final pending a reference to the Local Government.

Medical officer for poor-houses and relief works.

202. A Medical officer competent for independent charge shall be attached to every poor-house and large relief work.

Duties of Medical officer on a relief work.

203. The Medical officer on a relief work shall, in addition to attending on sick and maintaining order and discipline in hospital,—

(a) inspect daily the sanitary arrangements and the water-supply and promptly report to the Charge officer any defects that he may observe in them;

(b) periodically inspect the market and prohibit the sale of any articles unfit for human consumption;

(c) periodically inspect all the persons on the work, paying special attention to new-comers and weakly persons and treat on the spot simple cases of injury or illness and admit more serious cases to hospital;

(d) watch for first cases of infectious and contagious disease, and adopt measures to prevent the occurrence of further cases;

(e) report immediately to the Charge officer the outbreak on the work of any epidemic disease;

(f) distribute among the workers quinine to prevent malarial fever and anti-scorbutics on the appearance of scurvy;

(g) report to the Charge officer any cases in which lighter tasking, gratuitous relief, or other special treatment is advisable;

(h) maintain (1) a nominal register of hospital inmates and their attendants, showing admissions, discharges and deaths, with reasons for admissions, and causes of deaths, (2) an account of daily expenditure of food and extra articles of diet or stimulants

Duties of Medical and Sanitary officers.

in the hospital, (3) a book in which all visitors to the hospital may enter any remarks that they wish to make and which shall be shown to the District Medical and Sanitary officer in the course of his inspections, so that any complaint or comments may receive his attention;

(*i*) submit to the Collector or the District Medical and Sanitary officer such reports and returns as may be specially called for by them.

Expenditure and permanent advance.

204. The Medical officer or subordinate in charge of a work shall, under the general control of the District Medical and Sanitary officer, be responsible for all expenditure and supplies except medical stores. He shall hold a permanent advance for current expenditure, which shall be recouped, as required, by the Charge officer.

Differences of opinion between Charge and Medical officers.

205. If any dispute arises between the Charge officer and the Medical officer on a relief work regarding any matter connected with sanitation or the health of the people, the latter may require the former to refer the matter in dispute to the Collector, through the District Medical and Sanitary officer, for settlement.

Medical officers attached to poor-houses.

206. The rules for Medical officers on relief works are *mutatis mutandis*, applicable to those attached to poor-houses.

CHAPTER XIV.

Miscellaneous.

Reports of grain riots.

207. The Collector shall furnish the Government immediate information by telegraph of any disturbance in the nature of a grain riot. The telegram should indicate, as far as possible, how far the disturbance was serious, what measures were adopted to put it down (whether, for instance, the aid of the Military was required) and how far loss of life and property resulted from it. In serious cases, fuller details may be reported by post; where the case is of trifling importance, the telegram should conclude with the words "no further report seems necessary."

The Local Government shall forthwith communicate this information to the Government of India.

Immigrants.

208. (*a*) In the treatment of applicants for relief, no distinction shall be made between those who belong to British territory and those who have immigrated from Native States. Immigrants shall not ordinarily be interfered with, except (i) when they are obviously too weak to carry out the journey they propose; (ii) when it is known that the place to which they propose to go is unable to support them; and (iii) when they are wandering aimlessly. On routes where migration is large, a regular chain of relief depots shall be established; the duties of the officers in charge being to sell to immigrants, who are able to pay, what they want in the shape of grain and fodder; to relieve the manifestly destitute; to record the volume and character of the migration; to send early information to the authorities of the localities from which, and of the localities to which, the wanderers are moving; to tell the latter where they will probably best find what they seek; and to warn them against tracts suffering from scarcity.

(*b*) When the volume of immigration from any Native State is so large and of such a character as to indicate the want of an adequate system of famine relief in that State, the Collector shall bring the fact to the notice of the Local Government (through the Board of Revenue or the Famine Commissioner), and also to the notice of the Resident, or the Political Agent of the State in question. The Local Government will take such action as may be necessary to provide an adequate system of relief in the State, and will, if it thinks fit, address the Government of India on the subject. In the meantime the immigrants shall be treated as if they were British subjects and no pressure shall be put upon them to return to their homes until the Collector, after communication with the Resident or the Political Agent, as the case may be, is thoroughly satisfied that the authorities of the Native State are in a position to take over and provide for them, and that there is no danger in sending them back. When the Collector is so satisfied, he shall issue instructions for their collection on works and in poor-houses as the case may be, and, in communication with the Political officer of the State concerned, shall make arrangements for their removal, and, where necessary, for their support on the homeward journey. Such arrangements shall be carried out as nearly as possible in the manner prescribed for drafting British subjects to their homes at the close of relief operations, the usual valedictory dole being given to those who would be given it if they were British subjects (*see* chapter X of this Code).

(*c*) When British subjects are found to be migrating to Native States to any unusual or considerable extent owing to distress, the Collector shall inform the Government (through the Board of Revenue or the Famine

Commissioner) of the facts and of the name of the State or States concerned. The Local Government will, if necessary, communicate the information to the Government of India.

Facilities to be afforded to persons seeking forest produce as food.

209. In localities where forest produce in Government reserves can be utilized as human food, every facility compatible with the safety of the forests shall be afforded by the Forest officers to persons seeking it. If such forest produce has been leased out to contractors, it may be necessary to cancel the leases, in which case the contractors shall receive compensation.

Attitude towards private trade.

210. (*a*) Interference with the action of private trade in the supply of food in time of scarcity is to be avoided, but the utmost publicity shall be given to all information available regarding local prices for the guidance and encouragement of traders.

(*b*) If supplies on any relief work or in any tract run short, the Collector may make recoverable advances to grain merchants, with or without interest, with a view to assisting private trade, reporting his action to the Famine Commissioner.

(*c*) As railways have sometimes been found unable to cope with the sudden and heavy demand made upon them for transport of food-grains and fodder in times of famine, the Collector shall inform the Agents or Managers of the railway or railways likely to be concerned of any impending scarcity or famine in his district and, when it is known that famine is inevitable or that any unusual strain in respect of food-grains or fodder is likely to be thrown on any railway administration, shall arrange for a conference with the principal Railway officers concerned to discuss its probable nature and extent and the measures by which any demands likely to be made on the railway can best be met. Attention shall at such meetings be specially directed to (1) the localities in which the scarcity is likely to occur, (2) the date from which an unusual demand for import is likely to arise, (3) the nature of the demand whether for food-grains or for fodder, and (4) the probable sources from which supplies will be obtained and the views of the leading merchants and traders on this point. The result of every conference held by a Collector under this section should be reported to the Board in order that, if several districts are affected, the Board may have an opportunity to discuss the general arrangements with the Railway Agents. If a special officer has been appointed under section 188 (2) the conference herein referred to will be arranged by such officer in communication with the Collectors of the districts affected.

Contractors for food-stuffs.

211. (*a*) The Divisional officer shall, subject to the approval of the Collector, select from among the dealers of the locality, and appoint for each circle, one or more contractors for the supply of food-stuffs.

(*b*) Each contractor shall be furnished with a list of the villages for the supply of which he is responsible: his name and residence shall be made known to the headman of each of such villages.

(*c*) Supplies shall be obtained from the contractor by the Tahsildar or other officer authorized by the Collector by indents in which the amount and kind of grain required, the place and date of delivery and any other information that may be necessary shall be noted. Unless the Collector or Divisional officer order otherwise, supplies shall not be paid for in advance.

(*d*) The contractor shall be promptly paid on presentation of bills drawn out for the value of the grain supplied by him to which shall be attached the receipts for the grain signed by a person authorized in this respect. Such receipts shall take the form of acknowledgments for supplies received in compliance with indents.

Utilization of Local, Municipal and Pound Funds.

212. (*a*) Local Boards and Municipalities shall, so far as the law allows, devote to famine-relief all such funds as are not absolutely required for ordinary purposes.

(i) District Boards must be regarded as forming an integral part of the administration, and it therefore becomes their duty, in times of serious scarcity, to subordinate the ordinary objects and methods of expenditure to the special consideration of saving life. They shall at such crisis direct all their available resources to the affording of relief, restricting expenditure on public works in non-affected tracts to the bare maintenance and establishment charges necessary for their up-keep and on other services throughout the district to the lowest figure compatible with efficiency.

(ii) The legal responsibilities of Municipal Councils for the relief of famine are less extensive. Municipal works may be opened and utilized as relief works, and in such cases the normal value of the work actually done by famine labour may, if the Local Government so direct, be charged to the Municipal Council. Municipal funds may also be utilized for the maintenance of poor-houses.

(*b*) The Pound Fund can be utilized in the construction and repair of roads and bridges and for other purposes of public utility, if the Local Government so direct.

212-A. In the initial stages of famine or scarcity Local Boards and Municipalities should, so far as funds permit and if they can do so without dislocating their finances, adopt and expand their programme of ordinary works so as to meet the demand for employment, enable the opening of ordinary relief works to be postponed as long as possible and afford a test of the severity of distress and of the necessity for regular relief operations. As soon as the stage of observation and test has been passed and the necessity for regular measures has been established, the Government should assume the responsibility for those operations and local bodies should not be required to find funds for carrying them on, and even in the stages of observation and test, local bodies should not be debited with the cost of any special relief measures or the distribution of gratuitous relief in poor-houses or otherwise.

Purposes for which charitable relief funds may be utilized.

213. When money is subscribed by the public for the relief of distress and its distribution is entrusted to Government Agency, the distribution should be effected with the following object:—

Object I.—In supplementing the relief given by Government under the recognised system of State relief, such as—

(*a*) by gifts of clothes and blankets to persons in receipt of State relief;

(*b*) by the addition of extra or special food, or medical comforts, to the subsistence dole or ration provided from public funds, for the aged or infirm, for the patients in hospitals, for children and the like;

(*c*) by an addition to the Government dole to *gosha* women and persons of respectable position admitted to gratuitous relief.

Object II.—In providing for the relief of orphans, such as—

(i) during famine—

(*a*) by giving grants-in-aid to private orphanages,

(*b*) by the addition of extra comforts, whether of food or clothing for orphans maintained from public funds;

(ii) after the famine is over—

(*a*) by making provision for the maintenance and training of orphans left on the hands of Government,

(*b*) by giving grants-in-aid to societies, institutions, or persons who have adopted famine orphans.

Object III.—In providing for the relief of persons or classes to whom the recognised systems of State relief are inapplicable, such as—

(*a*) by helping by free gifts or supply of work to poor but respectable persons and *gosha* women precluded by their social position from applying for or accepting State relief, accompanied as it must be by official inquiry into and by some kind of public test of the reality of the distress to be relieved;

(*b*) by supplying work in their trades to artizans and craftsmen to whom such work is not supplied at the cost of public funds and to whom it would be a hardship to be obliged to resort to relief works;

(*c*) by giving grants-in-aid to private poor-houses or other similar institutions maintained for the relief of persons in whose case residence in a public poor-house would be too severe a test of distress;

(*d*) by selling wholesome food-grains at cheap rates in fixed quantities to selected persons in receipt of small incomes, who, though suffering severe privation, would not accept charitable or State relief.

Object IV.—In re-starting in life those who are left without resources—

(*a*) by giving seed-grain, bullocks and implements of husbandry, or their equivalent in money, to the most broken-down of the small landholders who are ineligible for statutory loans from public funds, by supplying fodder for their cattle, by giving subsistence allowances for their support during the interval between the sowing and the harvest, and generally by helping them to start afresh in life;

(*b*) by restoring artizans, petty workers and others, who have lost their tools or stock in trade in the struggle, to their original position and giving them a fresh start in life;

(*c*) by giving final doles to persons in receipt of relief from public funds on their discharge from such relief.

Object V.—In giving relief in areas not officially notified as affected, such as by relieving distressed individuals of the classes which generally come on State relief in famines, but who are not getting such relief because they reside in localities where distress is not general and which therefore are not officially notified as affected.

CHAPTER XV.

ACCOUNTS.

(CIVIL.)

Provision of funds.

Procedure to be followed when famine has been declared and during period of observation and test.

214. During the period of observation and test all expenditure, which, in accordance with the provisions of sections 268–272 is to be classified as expenditure on famine-relief, shall in the first instance, be recorded, with the sanction of the Local Government under the head "33. Famine Relief." If subsequently scarcity or famine is not declared, charges incurred on public works by the Public Works Department will be written back to the head "45. Civil Works" and other charges to "32. Miscellaneous." When District Board works are utilised as test works, payments will be made by means of District Board cheques and the expenditure will be brought to account under the ordinary rules of the District fund. Any expenditure incurred in excess of normal rates on account of the employment of unskilled and unprofitable labour on District Board or Municipal works, utilised as test works, may, if the Local Government thinks fit, be refunded to the local bodies concerned. Expenditure on poor-houses for the relief of wanderers through the police will, in the first instance, be met from the Collector's contingent grant under the head "32. Miscellaneous—Donations for charitable purposes," or "Maintenance of indigent persons," and will be drawn on the prescribed contingent bill form. If the Collector's allotment under the head is insufficient, he should take steps to have it supplemented by reappropriation or otherwise. Urgent and necessary expenditure under this head must, however, be incurred and must not be postponed till a supplementary budget allotment is received.

Application for allotment of funds.

215. When famine is imminent, Collectors shall submit to the Famine Commissioner an estimate in Form K-I of the expenditure likely to be incurred on famine-relief up to the end of the month next following. Thereafter he shall submit not later than the 15th of each month a similar estimate for the following month. The Famine Commissioner shall submit to the Local Government an estimate making any alterations in the Collector's estimates he may deem necessary, and the Local Government, on a consideration of this estimate, will allot such funds as may be requisite, reporting the matter to the Government of India for sanction to any additional grant, where such sanction is necessary under the rules in the Civil Account Code. The estimates above prescribed may be submitted quarterly if so desired by the Local Government. Copies of the orders of the Local Government sanctioning allotments should be sent to the Accountant-General.

Famine Commissioner's distribution of funds.

216. When orders have been passed by the Local Government on the Famine Commissioner's estimate and an allotment of funds has been made, the Famine Commissioner shall distribute at his discretion sums sufficient to meet the requirements of the affected districts, keeping a portion of his allotment as a reserve to meet unforeseen demands.

Collector's distribution of funds.

217. The Collector shall distribute the allotment for civil relief among the Divisional officers appointed by him to conduct relief measures and the amount so distributed shall represent the maximum expenditure that may ordinarily be incurred by them. Divisional officers shall draw from the Treasury against the amounts distributed to them such charges as they may from time to time require on abstract contingent bills in the appropriate form (*vide* appendix K, rule 8).

Reappropriation of funds.

The Collector may reappropriate funds from one minor head to another except in respect of the head "Salaries" provided that the total sanctioned allotment for the district is not exceeded. All such reappropriations should be reported immediately to the Famine Commissioner.

NOTE.—Any Divisional officer who, under very exceptional circumstances, incurs expenditure in excess of the amount at his disposal shall immediately report the fact to the Collector, if necessary by telegram applying at the same time for additional funds.

218. The unexpended balance of a monthly or quarterly allotment shall not lapse, but shall be added to the next allotment and may be drawn again by the authorized disbursing officer at any time before the close of the official year or of the relief operations of the district, whichever may be earlier. *Unexpended balance not to lapse.*

219. The above special arrangements for the purpose of meeting expenditure chargeable direct to Famine-Relief do not apply to indirect expenditure, which will continue to be regulated by the ordinary rules as to reappropriation of funds and application for extra grants. *Indirect expenditure regulated by the ordinary rules.*

220. If the Collector finds his allotments insufficient, he shall submit to the Famine Commissioner a supplementary estimate of the additional amount required. The Famine Commissioner may then make a further allotment out of his reserve, or if that is exhausted, authorise the expenditure in anticipation of a further allotment of funds from the Local Government, for which he shall immediately apply. *Supplementary estimates and allotments.*

221. To enable the Famine Commissioner to maintain a check over the allotments made by him to the districts against the amounts allotted by the Local Government, a register in Form K-II shall be maintained in his office. *Famine Commissioner's register of allotments.*

222. Simultaneously with the submission of the estimate to the Famine Commissioner as provided in sections 215 and 220 the Treasury officer should submit to the Accountant-General an estimate of his probable cash requirements. *Famine Commissioner's statements to Accountant-General.*

The Famine Commissioner shall send monthly or quarterly statements as directed to the Accountant-General showing—

(1) the total amount assigned by the Local Government up to date;

(2) the total amounts allotted by the Famine Commissioner to Collectors, including the amounts allotted in the present statement;

(3) the available balance of the assignment.

223. The Accountant-General shall keep a register of all allotments of funds made by the Local Government, and shall submit to the Local Government in Form K-VIII on or before the 20th of each month an account showing the charges incurred in each district up to the end of the month for which the accounts have been closed. A copy of the account will also be furnished to the Famine Commissioner direct by the Accountant-General. *Accountant-General's register of allotments and monthly account to Local Government.*

224. When expenditure is likely to be incurred in a district on relief operations, permanent advances on a scale to be fixed by Government shall be allowed to Collectors. The amount of such advances will vary with the famine conditions prevailing in each district. There is no restriction as to the nature of the charges which may be paid from them. Charges met from such permanent advances shall ordinarily be accounted for in the manner prescribed for contingent charges in the Civil Account Code (sixth edition), volume I, chapter 6. *Sanction to permanent advances.*

If in any case the permanent advance proves insufficient for immediate requirements, a temporary advance may be drawn from the treasury on the authority of the Collector's certificate declaring it to be necessary, and the fact should be reported by telegram to the Famine Commissioner and to the Accountant-General. The Treasury officer is authorised to make such advances. If the money is required only for a temporary purpose, it should be adjusted as soon as possible by the submission of a vouched bill, and if required permanently, the sanction of Government should at once be applied for.

225. Ordinarily the greater part of the district permanent advance shall be made over to Divisional officers, Charge Superintendents, Tahsildars or Taluk officers of the affected area who in their turn shall distribute it among subordinate relief officers and distributors of village gratuitous relief. Out of the permanent advance a small sum shall be retained at the district head-quarters for miscellaneous famine-relief charges to be incurred there and a small sum shall be made over to the District Superintendent of Police for the casual relief of wanderers. *Distribution of permanent advances.*

Acknowledgment of permanent advances.

226. After drawing the permanent advance the Collector shall send an acknowledgment for the whole amount to the Accountant-General. Each officer distributing a portion of his permanent advance shall obtain acknowledgments for the sums distributed.

Refund of permanent advances.

227. When relief operations in a district have ceased, the amount of each permanent advance shall be refunded without delay into the district treasury or nearest sub-treasury.

To ensure this being done a date should be fixed by which each officer should be separately called upon to refund the advance or advances taken by him: the Collector should then see that no advance is outstanding and report the fact to the Accountant-General.

Method of drawing and accounting for famine charges.

Funds to be obtained from permanent advances.

228. In the distribution of permanent advances referred to in section 225 the objects to be kept in view are, first, that facilities should be given for the encashment of bills with the least possible delay by authorising, if necessary, direct payment at the nearest sub-treasury of bills of officers holding a portion of the advances; secondly, in order to avoid the objections and unnecessary correspondence which result from the submission of defective bills, that power to draw money from the treasury should not be given to any class of officers who cannot be trusted to draw out bills in proper form. On a consideration of the method best suited under local conditions to secure these objects the Local Government shall specify precisely the class of officers whom it authorises to cash bills, and a list of such officers shall be supplied to the Account officers.

The amount outstanding in permanent advances should be kept as low as possible, and Inspecting officers should keep the matter in view and adjust the sum which each officer is authorised to hold as closely as possible to the varying conditions of his charge.

Cash book.

229. Each Disbursing officer shall keep a simple cash book, in form K—XIV-A, in which he shall enter all receipts in connection with famine received by him on one side, and all payments made by him on the other side of the book. Sums drawn on bills should be shown as receipts.

Forms on which expenditure should be drawn.

230. Expenditure which is debitable to famine—relief, should be drawn from the treasury on one or other of the following bill forms:—

(1) Salary of gazetted officer—on salary bill forms;

(2) salary of establishment—on establishment bill forms; but the pay of posts on less than Rs. 10 a month, which are not held by permanent Government servants, can be drawn on contingent bill forms;

(3) travelling allowance—on travelling allowance bill forms;

(4) all other kinds—on contingent bill forms.

Establishment bills to be drawn up in full detail on proper forms and to quote sanction.

231. A bill for establishment shall, subject to the provisions of the last preceding section, be always made out in full detail on the usual establishment bill forms, whether it is intended to draw the amount from the treasury on such bill or on some other account to which such bill will be attached as a voucher. It shall ordinarily cite the authority of the Local Government or other constituted authority, under which the establishment has been entertained. When in emergent circumstances, the previous sanction of the Local Government or other authority cannot be obtained, the charge may be passed on production of a certificate to that effect but the necessary sanction must be obtained and submitted as soon as possible.

Prompt payment of officials.

232. (*a*) In the case of a person not in Government employ, the order of appointment should state the pay and allowances of the post; and this should be regarded by the disbursing officer as the authority to pay.

(*b*) In the case of an official transferred from another department, the order of appointment should state the pay and allowances to which he will be entitled for famine duty. The regular last-pay certificate should be sent through the ordinary channel, but a provisional certificate should be granted

by the disbursing officer of the department from which he is transferred: and this should be regarded as the authority to pay by the disbursing officer of the department to which he is transferred.

NOTE.—The last-pay certificate (regular or provisional) should state what allowances, if any, will cease on transfer.

Control and Audit.

Necessity for prompt scrutiny of all returns by Executive officers.

233. For the efficient control of relief operations it is essential that there should be a prompt scrutiny and check of all returns by officers acquainted with the local conditions, and that this check should include the figures for expenditure as well as those for persons relieved and work done. In view of this fact the ordinary rules of audit will be modified as follows in respect of famine accounts, but the rules that follow apply in full only to districts to which the Accountant-General has deputed test auditors and famine accountants. In all other districts the famine accounts will receive the same attention and be subject to the same rules, as far as possible, as the districts with famine accountants, but the accounts and vouchers will be sent with the usual treasury accounts to the Accountant-General for final audit.

Final audit to rest with Collectors.

234. Subject to the test-audit referred to in section 240, the final audit of all payments charged to "33. Famine-Relief" shall, except as provided in the note to section 2·8 rest with the Collector.

Delegation of the examination of the accounts by the Collector.

235. In districts where famine is extensive and work heavy, the duty of examining each bill may, with the sanction of the Commissioner, be delegated to one or more selected Gazetted Assistants, but in no case should the officer selected be an officer disbursing famine expenditure. The Accountant-General should be informed of all such delegations.

Audit points requiring attention.

236. The main points requiring attention in audit are—

(*a*) that the expenditure is warranted by orders of competent authority and that it is necessary for the due administration of relief and not greater than the occasion demands;

(*b*) that bills and accounts of expenditure are signed by the proper persons, and are supported by the necessary vouchers and other papers;

(*c*) that vouchers are in order and that the details of all figures work up to the totals;

(*d*) that there are no erasures and that any alterations are attested by the officer concerned;

(*e*) in all cases in which it is prescribed that agreement should be effected between two different documents, the fact of the agreement should be noted on both the documents and duly initialled;

(*f*) that the document appears after due examination to be genuine in all its parts.

Audit of the accounts by the famine accountant and test auditor and review by Collector.

237. All bills on which money is drawn from the Treasury shall be returned after payment to the Collector, who will give to the Treasury officer a receipt for the bills returned, specifying the amount paid on each. This receipt may be in the form of an invoice. It will constitute the Treasury officer's voucher for the debit in his accounts as rendered to the Accounts department.

The bills shall then be made over to the famine accountant, who shall check them and audit them in every way, classifying and compiling the accounts and checking all calculations and totals. They shall then be re-audited in every item by the test auditor, whose audit shall be a complete check on the work of the famine accountant.

The bills shall then be presented for review to the Collector. In carrying out this review, the Collector shall first dispose of the objections raised by the test auditor by issuing necessary orders on the objection statement of items of Rs. 100 and less, and by rendering any explanation on the objection statement of items over Rs. 100, which should be submitted to the Accountant-General. He shall then take up the accounts generally, and if he has not

already examined each bill in its initial stage but has delegated the duty as laid down in section 235, he shall select at random not less than 5 *per cent.* of the bills and shall review them, seeing that the charges are legitimate and the rates correct, but he shall not be required to check calculations or totals. This duty of review shall not be delegated to any other officer. If the Collector has already checked each bill in its initial stage he need only satisfy himself on any points which appear to him to require explanation.

Accountant-General to depute a senior auditor to each District office.

238. The Accountant-General shall place at the disposal of the Collector in each famine district a clerk of the standing of a senior auditor to work as accountant under him, to receive all famine bills, accounts and returns, to check and audit them in every way and to submit them to the Collector for review.

NOTE.—(1) The salary and travelling allowance bills of gazetted and military officers shall be forwarded to the Accountant-General for audit.

(2) The intention of the rule is that both the executive check ordinarily applied by the Collector and the technical audit, which ordinarily takes place in the Accountant-General's office, should remain with the auditor, the district staff being responsible only for the proper compilation of the bills to be drawn by the Collector.

Instruction parties.

239. The Accountant-General shall also organize one or more audit parties to tour in the famine area for the purpose of instructing all officers concerned in the proper preparation of the various registers and accounts which each has to keep or submit. The precise strength and composition of the party or parties must depend on local resources, and the recommendations of the local authority if these prove inadequate.

Test audit parties.

240. In addition to its work of instruction, the local audit party shall conduct test audits of accounts at district head-quarters, submitting to the Collector a memorandum of errors discovered and reporting to the Accountant-General any grave irregularities or defects that may come to light. The Accountant-General shall, thereupon, take such action to inform the Famine Commissioner or to report to Local Government as may seem to him fit.

NOTE.—The local audit party should pay special attention to the audit of establishment and travelling allowance bills and the disposal of objections.

Examination of bills drawn on sub-treasuries.

241. When bills are drawn by subordinate officers on sub-treasuries they shall be transmitted weekly by the treasury officer to the Collector who shall see that the amounts drawn correspond with those shown in the departmental returns and accounts submitted to him by subordinate officers direct under the provisions of the departmental codes. Any amounts disallowed by the Collector shall be intimated to the officer concerned for short drawal in his next bill. Each bill shall be endorsed as admitted in full, or in part as the case may be, the endorsement being initialled by the Collector.

Register and return of famine expenditure.

242. The Collector shall maintain a register of famine expenditure in form K-III in which he shall post all bills drawn at the treasury or a sub-treasury. On the third of each month he shall prepare from this register a consolidated statement in form K-V in respect of all bills charged off in the head-quarters treasury accounts during the preceding month and shall submit one copy to the Accountant-General and one copy to the Famine Commissioner. The total expenditure shall be verified by the Treasury Officer. The copy of the statement rendered to the account office shall be accompanied by the salary and travelling allowance bills of gazetted and military officers. All travelling allowance bills shall be countersigned by the Collector. After all the bills are audited the entries in the register of expenditure should be examined and corrected, if any change is made in the classification during the course of audit, and a revised statement in form K-V bearing the certificate of audit should be submitted to the Accountant-General on or before the 20th of the month.

Audit by divisional officer in certain circumstances.

243. Should the size of a district or the magnitude of relief operations render it desirable the Local Government may direct that any divisional officer shall perform, in respect of his sub-division, all the duties of check and audit hereinbefore imposed on the Collector. In such a case the sub-treasury officer shall return all bills to the Divisional officer after payment. For the bills so returned the Divisional officer will give a receipt to the

sub-treasury officer, specifying the amount paid on each; this receipt may be in the form of an invoice and will constitute the sub-treasury officer's voucher for the debit in his accounts as rendered to the Treasury officer.

The Divisional officer shall prepare each month a consolidated statement in the same form and in the same manner as the district statement, of all charges drawn from the sub-treasury up to the last date for which amounts drawn from the sub-treasury are included in the head-quarters treasury accounts and shall submit it with the bills to the Collector for incorporation in the district statement.

If the Local Government consider it necessary the Accountant-General will be asked, if possible, to depute a clerk of the standing of a senior auditor to work as accountant under the Divisional officer.

(DEPARTMENTAL WORKS OR PUBLIC WORKS DEPARTMENT WORKS.)

Provision of funds.

Estimate of funds required.

244. When it is decided to open departmental works, the Collector, in consultation with the Executive Engineer, shall prepare an estimate of the funds required to the end of the month next following and submit it to the Famine Commissioner. If the Executive Engineer sends up his estimates direct to the Public Works Department authorities he should consult the Collector and obtain his concurrence to them and in case of disagreements the matter should be referred to the Famine Commissioner.

Allotment of funds by Local Government.

245. The Famine Commissioner shall examine these applications and forward them to the Secretary to the Government in the Public Works Department for the allotment of funds. Thereafter the Collector or the Executive Engineer in consultation with the Collector shall submit not later than 15th of each month a similar application for the following month. When the orders of the Local Government on the applications are issued to the Famine Commissioner, a copy of them will be sent to the Accountant-General, who will accept this as authority for the issue of letters of credit for the supply of funds to the Executive Engineers concerned.

Supplementary applications.

246. If during the course of a month the assignment for any district is found to be insufficient, a supplementary application should be submitted.

NOTE.—The provisions in section 220 about procedure in urgent cases applies also to the case of expenditure in the Public Works Department. (Overdrafts should however be avoided as far as possible by submitting supplementary applications by wire for any additional funds required owing to the exhaustion of a letter of credit).

Financing of Sub-Divisional officers.

247. The Sub-Divisional officer shall be kept in funds by the Executive Engineer in the ordinary way. In consultation with the District officer, convenient sub-treasuries shall be selected as paying centres, and notice shall be given monthly by the Executive Engineer to the Treasury officer of the demands likely to be made on the sub-treasuries during the following month, stating as precisely as possible the proportion of small silver and other coins.

The ordinary Public Works Department rule that an imprest shall not exceed Rs. 1,000 does not apply to the advances made for Famine Public Works, but the Local Government shall fix a maximum for imprests at its discretion.

Method of accounting for famine charges.

Famine accounts to be kept separate.

248. The famine accounts of each Sub-Divisional officer and Executive Engineer shall be kept entirely separate from the ordinary accounts of his office. They shall keep a separate cash-book in Public Works Department form No. 4, a cheque-book or cheque-books and a treasury pass-book and remittance-book.

249. Detailed rules as to the accounts to be kept on relief works are given in chapters VII and VIII and appendices D and E of the Famine Code and in sections 251 to 267 of this chapter, dealing with Public Works. Subject to these rules the rules in the Public Works Department Code apply.

Officer-in-charge submits weekly to Sub-Divisional officer a copy of his cash-book and a charge progress report.

250. The officer in charge of a relief work submits weekly to the Sub-Divisional officer a copy of his cash-book in form K-XIV-B with proper vouchers for all charges for salaries and allowances of gazetted officers and fixed establishments, also, for service lables and service telegrams and money order commissions and for all contingent items of more than five rupees. He also submits a weekly charge progress report.

Control and audit.

Necessity for prompt scrutiny of all returns by Executive officers.

251. For the efficient control of relief operations it is essentail that there should be a prompt scrutiny and check of all returns by officers acquainted with the local conditions, and that this check should include the figures for expenditure as well as those for persons relieved and work done. In view of this fact the ordinary rules of audit will be modified as follows in respect of famine accounts, but the rules that follow apply in full only to districts to which the Accountant-General has deputed test auditors and famine accountants. In all other districts the famine accounts will receive the same attention and be subject to the same rules, as far as possible, as the districts with famine accountants, but the accounts and vouchers will be sent to the Accountant-General for final audit. Sanctions to estimates for famine-relief works and tools and plant should be communicated by the Local Government to the Accountant-General in all cases where there are no test auditors and famine accountants. In cases where there are test auditors and famine accountants such sanctions need not be communicated.

It is of the first importance that the accounts should be sent up by Sub-Divisional officers to the Executive Engineer in proper form, and Sub-Divisional officers should be given additional staff as required for the purpose but they will be required to do no more in the case of famine than in the case of ordinary works, and the regular audit will be no part of their business. The check of the accounts will, subject to the test audit applied by the travelling parties of auditors, continue to be performed solely in the divisions and no part of this work is to be made over to the sub-divisions.

Accountant-General to arrange to strengthen accounts section of Sub-Divisional officer's and Executive Engineer's offices.

252. The Accountant-General shall arrange to strengthen the accounts branch of the office of each Sub-Divisional officer in the famine area by the addition to it of one or more trained accounts clerks and of each Executive Engineer by the addition of an accountant, and one or more trained accounts clerks, as may be necessary.

253. In addition assistance will be given by the audit parties appointed under section 239 to all officers concerned in the proper preparation of the various registers and accounts which each has to submit.

Test-audit parties.

254. In addition to its work of instructions the local audit party shall conduct test audits of accounts at divisional head-quarters and on the works, submitting to the Executive Engineer a memorandum of errors discovered and reporting to the Accountant-General any grave irregularities or defects that may come to light. The Accountant-General shall thereupon take such action to inform the Superintending Engineer or to report to the Chief Engineer as may seem to him fit.

NOTE.—The local audit party should pay special attention to mustering and the test-audit of "musters" on the works as well as to the audit of establishment charges and the disposal of objections, and carefully watch the actual payment of labour by the cashiers.

Assistant to Executive Engineer.

255. It will generally be necessary to attach an officer of the superior engineer establishment to each Executive Engineer in the famine area to assist him in his audit and other duties.

Examination of accounts by Sub-Divisional officer.

256. The Sub-Divisional officer, on receipt of the weekly papers from each charge, shall examine the copy of the cash-book with a view to seeing that credit has been given for the sums supplied by him to the officer in charge, and that the total expenditure, less wages undisbursed and credited in the cash-book, agrees with the expenditure shown in the weekly charge progress return. He shall also examine the contingent and other vouchers to

see that they are in order. He shall then scrutinize the return closely with special reference to the following points, viz. :—

(1) the correctness of the price-basis;
(2) the number of persons shown under each head as compared with the total number on the work;
(3) the progress of the work and the extent to which full tasks are performed;
(4) the expenditure on wages as compared with the cost of the work at the standard rate;
(5) the expenditure under each head as compared with the expenditure on wages of workers directly employed in executing the work in hand;
(6) the progress of the expenditure as compared with the sanctioned estimate.

NOTE.—(1) In examining the accounts attention should be paid to the points mentioned in section 236.

(2) As the risk of frauds is specially great in the payment of unpaid wages, any debit in the cash-book on account of the payment of such wages (once they have been credited as unpaid) should be accompanied by a certificate stating that the payment has been made under the orders and in the presence of an officer who should be nominated by the Collector.

257. The Sub-Divisional officer having examined the weekly accounts of each charge, shall forward all copies of cash-books with vouchers to the Executive Engineer with a note of any matters on which he has taken action or on which he requires orders. He shall at the same time submit a copy of his own cash-book for the same week, together with vouchers for salaries and allowances of gazetted officers and fixed establishment charges, for telegrams and postage charges and for contingent items of more than ten rupees and two notes, one showing the remittances made by him but still in transit at the close of the week and so not credited in the accounts of the charges concerned, and the other showing the expenditure incurred by him for each charge but off the charge.

Returns by Sub-Divisional officer to Executive Engineer.

NOTE.—As the Executive Engineer already receives a weekly district progress return from Sub-Divisional officers, the weekly charge progress returns need not be forwarded to him unless he so directs.

258. The Executive Engineer shall examine the papers submitted to him by the Sub-Divisional officer with a view to seeing that remittances shown as in transit in the previous week have since been credited in the appropriate charge cash-book, that the expenditure shown in each cash-book, less wages undisbursed and credited in the cash-book, agrees with that shown for the charge concerned in the weekly district progress return and that the vouchers are in order. He shall then scrutinize the return in the manner prescribed for the Sub-Divisional officer in respect of each charge progress return. If any item of expenditure is disallowed by the Executive Engineer an endorsement to that effect shall be made on the account concerned.

Examination of accounts and returns by Executive Engineer.

259. As soon as possible after the last Saturday of each month the Executive Engineer shall submit to the Accountant-General a divisional statement of the cash and treasury balances on that date together with a treasury balance certificate (Public Works Department Forms Nos. 20-A and 20-B). For the purpose of this statement the cash shown as with each officer in charge shall be the cash balance shown in his charge progress return submitted on the last Saturday of the month. The cash shown as with the Executive Engineer and his Sub-Divisional officer shall be that only which is held on account of famine operations and must not be confused with their ordinary cash balances. The Executive Engineer shall also report by wire to the Local Government not later than the 5th of each month the cash and treasury balances and the expenditure up to the last Saturday of the preceding month.

Monthly statement of balances by Executive Engineer to Accountant-General and telegraphic report to the Local Government.

260. In addition to the cash balance return, the Executive Engineer shall submit not later than the last day of each month to the Accountant-General the following returns in respect of each revenue district in his division, the returns to include figures up to and including the last Saturday of the

Monthly return of receipts and expenditure by Executive Engineer to Accountant-General.

preceding month in respect of expenditure of his own office and of his Sub-divisional offices and by officers in charge of relief works :—

(1) A return in form K-VI of receipts (other than wages refunded as undisbursed) showing separately receipts paid into treasuries and receipts by officers in charge of relief works which will not be so paid in.

(2) A return in form K-VII of expenditure. This return will show all expenditure on relief works debitable to the head "Famine Relief" and will be obtained by deducting from such expenditure shown in the cash-books items of receipt on account of wages undisbursed and refunded.

The Accountant-General shall prepare and furnish to the Local Government and the Famine Commissioner monthly—

(i) a consolidated statement of receipts and expenditure ;

(ii) a statement showing the audited expenditure on relief works in charge of the Public Works Department for and up to the end of each month ; and

(iii) a statement showing the booked outlay against all relief works in each division.

Distribution of cost of general establishment and of tools and plant.

261. The cost of establishment not employed on any particular work, but debitable to the head "Famine Relief," shall be proportionately distributed between—

A. Communications—
(1) Earthwork on roads,
(2) Stone metal collection,
(3) Kankar collection ;

B. Miscellaneous Public Improvements—
such as non-irrigation tanks and embankments, drainage channels, clearing village sites, etc. ;

C. Irrigation—
(1) Earthwork on canals,
(2) Irrigation tanks,
(3) Irrigation embankments.

D. Construction of railways.

The cost of tools and plant, not debitable to a particular work in any week, shall be charged to the work "Unopened charges" under the head "A—Communications—(1) Earthwork on roads," which will be treated in all respects as a separate work. When any such tools and plant are subsequently sent to any particular work, their cost will be transferred from "Unopened Charges" to the head under which the work in question is classified. At the close of the famine, should any amount still remain under "Unopened Charges," a final proportionate distribution of that amount shall be made between the different classes of works.

Cheques not to be included in monthly return

262. Cheques drawn for the financing of relief works will not be included in the Executive Engineer's monthly return, as they will have been already accounted for as receipts by officers in charge of works or in the memorandum of uncashed cheques on Public Works Department form 20-B.

Certificate of audit.

263. To the return of the expenditure will be attached a certificate of audit signed by the Executive Engineer. The salary and travelling allowance bills of gazetted officers shall also be forwarded with it for audit in the Accountant-General's office.

Expenditure incurred out of famine allotments, but not debitable to famine.

264. The Executive Engineer shall also submit a divisional return, in Form K-IX, of expenditure incurred out of famine allotments, but not debitable to the head "Famine Relief." Salary bills and other vouchers (if any) will be attached to this return for purposes of adjustment by the Accountant-General. In the case of a payment on account of salary, the gross amount will be shown in the money column and deductions will be shown in detail in the "remarks" column of the return.

265. For the month of March the returns submitted by the Executive Engineer shall include figures up to the end of the month in respect of receipts and expenditure of his own office and of his Sub-Divisional offices and by officers in charge of relief works, and the cash balance return shall include their cash balances at the close of the month. Special arrangements should be made with the Charge officers to have the returns for the day or days of March after the last Saturday of that month prepared separately and submitted as for any ordinary " week." The returns for the remaining days of the week ending with the first Saturday in April will be similarly prepared and submitted separately. March returns.

266. The Sub-Divisional officer shall obtain from each officer-in-charge of a relief work a monthly tool return, in Form K-X, and shall submit a consolidated return monthly for his sub-division in the same form to the Executive Engineer. Monthly return.

In the consolidated return, the receipts during the month will include all receipts from the divisional stock and fresh purchases, whether made by himself or by officers-in-charge of relief works. The balance in store will be the balance in the sub-divisional store, all tools on relief works being included in the balance on works.

No return of tools need be forwarded to the Accountant-General.

267. Each Executive Engineer and Sub-Divisional officer shall keep up a register of works in form K-XI. The cost of tools and plant supplied to each work should be entered in the form, but not the proportionate cost of establishment which is not employed on a particular work. Register of works.

NOTE.—Such proportionate cost can at any time be calculated in respect of any particular work of which it is desired to know the precise cost.

GENERAL.

Classification of expenditure.

268. All expenditure incurred directly for the relief of distress shall be debited to the head " 33. Famine Relief " subject to the proviso laid down in section 214. Expenditure indirectly due to famine, *e.g.*, charges incurred on an increase of the police force, medical aid or compensation to Government servants for dearness of provisions, shall be debited to the appropriate service heads.

269. Expenditure debited to " 33. Famine Relief " shall be classified as follows, and this classification shall be observed in all accounts, vouchers and returns :— Classification of expenditure.

I. Salaries and establishments—
  1. Salaries, special relief officers.
  2. Establishments—
     Clerks and other superior establishments.
     Inferior establishments.
  3. Travelling allowance.
  4. Contingencies.

II. Village works, non-departmental or civil—
  (*a*) Communications—
     Wages of labour. Other expenditure.
  (*b*) Miscellaneous public improvements—
     Wages of labour. Other expenditure.
  (*c*) Irrigation—
     Wages of labour. Other expenditure.

III. Public Works—
(*A*) Communications—
1. Earthwork on roads.
Works { (*a*) Wages of workers.
(*b*) Work establishment.
(*c*) Shelter.
(*d*) Miscellaneous expenditure.
(*e*) Gratuitous relief (including rest allowances, etc.)
(*f*) Establishment.
(*g*) Tools and plant.
2. Stone metal collection—
(*a*) to (*g*) as above.
3. Kankar collection.
(*a*) to (*g*) as above.
(*B*) Miscellaneous public improvements.
(*a*) to (*g*) as above.
(*C*) Irrigation—
1. Earthwork in canals—
(*a*) to (*g*) as above.
2. Irrigation tanks—
(*a*) to (*g*) as above.
3. Irrigation embankments—
(*a*) to (*g*) as above.
(*D*) Construction of railways—
(*a*) to (*g*) as above.
IV. Relief to people employed otherwise than on relief works.
V. Gratuitous relief—
(*a*) Given in Government institutions—
1. Poor-house charges—
Diet.
Other expenditure.
2. State kitchens—
Diet.
Other expenditure.
3. Orphanages—
Diet.
Other expenditure.
(*b*) Given at the houses of the people.
(*c*) Given in other ways.
VI. Miscellaneous—
1. Advances for aided private works.
2. Advances to artizans.
3. Measures for protection of cattle.
4. Other expenditure.

Classification of charges for officers and establishment.

270. As regards officers and establishments the following rules shall be observed :—

(*a*) In the case of an officer or member of an establishment already in the service of Government (other than an officer in military employ proper) his salary and allowances together with his contingent expenditure, shall be charged to the ordinary service head when he is merely an addition to an existing establishment, which requires strengthening owing to famine work; but when he is detached altogether from his own regular duties and is employed exclusively on famine-relief, his salary and allowances together with his contingent expenditure shall be charged to the head "33. Famine Relief."

(*b*) The pay and allowances of an establishment specially entertained for, and wholly employed on, famine-relief, shall, together with its contingent expenditure, be debited to the head "33. Famine-Relief."

NOTE.—In no case is the cost of medical establishment chargeable to Famine-Relief.

(*c*) In all cases falling under clauses (*a*) and (*b*), travelling allowances to and from the work and also while engaged on the work, as well as pay and allowances during transit, shall be debited to the head to which the salary of the official while actually employed on the work is debited.

(*d*) The rules regulating the debit of the pay and allowances of officers in military employ proper deputed to famine duty will be found in article 773 (*i*), Civil Account Code, Volume II, 6th edition, and paragraph 1038, Public Works Department Code, Volume I, 8th edition.

Classification of Public Works charges.

271. *Public Works.*—(*a*) Public Works undertaken in consequence of the occurrence of famine but not directly for the employment of famine-stricken people, and not therefore treated as relief works, will be classified in the accounts as ordinary Public Works are classified; save that any expenditure in excess of normal rates incurred in consequence of the employment for relief purposes of unskilled and unprofitable labour will be transferred to the head "33. Famine-Relief."

(*b*) Public Works expenditure which is undertaken directly for the relief of famine and controlled and managed under the conditions applicable to famine-relief works will be charged to "33. Famine-Relief," whether the work is or is not one which would have at some time or other to be undertaken irrespectively of famine; but if the work on which famine labour is employed is a revenue-producing work in respect of which a Capital account is kept (whether within or without the Revenue Accounts of the Government) the value of the work done, reckoned at ordinary rates, will be charged to the ordinary head of account, and the excess only debited to "33. Famine Relief."

Advances and loans.

272. *Advances and loans.*—(*a*) Expenditure on "village" works, the cost of which is to be borne entirely by the State, shall be shown under "II. Village Works."

(*b*) Advances of money, whether wholly or partly recoverable, made to landholders for the purpose of employing labour under famine-relief conditions and restrictions shall be made under the provisions of the Land Improvement Loans Act (XIX of 1883) so as to be recoverable as arrears of land revenue, interest being charged at the usual rate on the portion recoverable, but they shall be charged in the first instance to "Famine Relief—VI. Miscellaneous; Advances for aided private works." On the close of famine-relief operations or earlier, if possible, the amount to be recovered shall be settled by the Local Government, and that amount shall then be transferred in the accounts by deduction from "Famine-Relief Expenditure" to the debit of "R. R. Provincial advances and Loan Account; Advances to cultivators—Advances for aided works," recoveries being credited to the latter head.

(*c*) Advances for the financing of artizans shall be similarly accounted for.

(*d*) All other advances made under the Land Improvement Loans Act or the Agriculturist Loans Act shall be dealt with under the ordinary rules and not shown as famine expenditure.

Miscellaneous.

Payment of Medical Subordinates.

273. (*a*) On the appointment of a Medical Subordinate to famine-relief work, the Surgeon-General making the appointment will forward an order of appointment to the officer himself and a copy of it to the Accountant-General, as well as to the Famine officer under whom the subordinate will work, or, if he cannot ascertain this, then to the Collector of the district to which the Medical Subordinate is posted who will forward the order to the proper quarter. The order of appointment should show the pay and allowances sanctioned for the officer while on famine duty.

(*b*) If the Medical Subordinate is already in Government service, he should take a last-pay certificate with him from the officer under whom he was working and this should be attached to the first salary bill drawn while on famine duty.

NOTE.—If in special circumstances the Medical Subordinate is unable to take a last-pay certificate with him, the famine officer under whom he is posted should apply for and obtain it from the officer from whose office he is transferred.

(*c*) The salaries and allowances of a Medical Subordinate should be drawn on bills signed by him and countersigned by the Famine officer under whom he works, or signed by the Famine officer alone. The bill should be drawn in accordance with the rates sanctioned in the orders of appointment, and in the case of an officer already in Government service the last-pay certificate referred to above should be attached, a note being made on the last-pay certificate showing the date of taking over charge of famine duties. If there is delay in getting a last-pay certificate, the salary of the subordinate for the period of actual duty on famine work may be drawn in accordance with the sanctioned rates of pay and allowances shown in the order of appointment. The pay for the period of transit and for the period of employment in the former office after the date shown in the last-pay certificate may be drawn after the last-pay certificate arrives.

(*d*) A Treasury officer should not refuse payment of bills drawn or countersigned by a Famine officer on account of a Medical Subordinate merely on account of want of authority sanctioning the appointment. His duty in such a case is only to see that there is nothing *primâ facie* objectionable in the bills beyond the absence of the order of appointment.

(*e*) The bills should ordinarily be encashed at the nearest treasury, sub-treasury or taluk treasury, but when this involves delay they may be paid out of the permanent advance held by the Famine officer which can be recouped by the encashment of the bills from the treasury or sub-treasury.

(*f*) Where the Famine officer is an officer of the Public Works Department and pays the bills out of his imprest, he should forward them with his accounts to his Audit officer unless he recoups his imprest by encashing the bills from the treasury. The Audit officer on receiving the bill will pass on the charge to the Civil Department for adjustment. The officer-in-charge of a relief work is a "Famine officer" for the purposes of this paragraph.

Scales of establishment and powers of sanctioning establishments.

274. A general scale of establishment will be laid down by the Local Government for each of the general branches of relief. Within the limits of such scale the following officers shall have power to sanction appointments :—

Famine Commissioner, Superintending Engineer or Surgeon-General.—Any appointment carrying a consolidated salary of not more than Rs. 250.

Collector or Executive Engineer.—Any appointment carrying a consolidated salary of not more than Rs. 150.

NOTE.—The Collector and the Executive Engineer may delegate to the Revenue Divisional officer or Public Works Department Sub-Divisional officer or officer of similar rank, their powers under this section in respect of an appointment carrying a consolidated salary of not more than Rs. 25.

Pending any orders of the Local Government to the contrary, the scales of establishment given in the Famine Code and its appendices shall be taken to be those laid down by the Local Government.

275. The Famine Commissioner, Superintending Engineer or Surgeon-General may sanction an establishment in excess of the general scale, up to a limit of 25 *per cent.* reporting his action immediately to the Local Government.

Register of sanctions.

276. Each Collector and Executive Engineer shall maintain a register of sanctions to establishment in his district or division in Form No. 100 of the Civil Account Code. In this register a separate page or pages shall be allotted to each relief work, poor-house or other relief institution for which establishment is entertained and a full index shall be maintained.

Officers transferred to or from famine duty to be paid to date.

277. An officer transferred to or from famine duty shall ordinarily be paid his salary due to date on making over charge.

NOTE.—This register is required for the audit of establishment charges which is conducted against sanctions, but it is not possible ordinarily in the case of famine to maintain a complete record, and payments of less than Rs. 10 may be omitted. In the case of menial establishments, varying with the number of persons on relief, it is only an Inspecting officer who can efficiently supervise the variations in number and rate of remuneration, but it will assist the audit if in such cases a note is made in the register of the general rule that regulates the scale.

278. When an establishment bill chargeable to "33. Famine-Relief" is presented for encashment at a treasury or sub-treasury, it should be accompained by a challan for the credit into the treasury of the deductions on account of income-tax, etc. The Treasury officer will pay the net amount of the bill in cash and the deduction by transfer credits to the proper heads. In the Public Works Department the disbursing officer debits the gross establishment charges in the cash book and credits the income-tax, fund and other deductions as receipts. **Treatment of deductions from establishment bills.**

279. The Collector or Executive Engineer shall communicate objections to the officers concerned in half-margin memoranda. All objections shall be entered in an Objection Book in Form K-XII which shall be closed and signed by the Collector or Executive Engineer within a period not exceeding one-quarter to be prescribed by the Local Government. Objections still outstanding shall be brought on to the book for the new quarter and special attention shall be paid to their prompt settlement. Objections should be kept distinct, each being given a separate number, which should invariably be referred to in all correspondence on the subject. **Objections and objection book.**

280. When famine operations are imminent the Collector or Executive Engineer shall arrange for an adequate supply of account and other forms. **Supply of forms.**

Stationery shall be obtained as far as possible from the Stationery Department, but the Collector and Executive Engineer may in case of urgency purchase stationery in the local market. No sanction of the Local Government to such purchases need be obtained. It is the duty of controlling officers to see that the power of local purchase is not unduly exercised.

The Collector may in case of urgency employ any private press for printing work, reporting the same to the Famine Commissioner for approval.

281. Bills shall be drawn on paper of different colours in token of urgency and to facilitate sorting. The colours on which the different bills should be drawn are given in paragraph 8 of appendix K. **Colours of bills.**

282. All forms and bills which will ordinarily be prepared in the vernacular shall have bi-lingual headings. **Bi-lingual headings.**

283. Vouchers shall as far as possible be submitted in English; but no objections shall be taken to any voucher because it is in the vernacular. **Vernacular vouchers not to be objected to.**

284. Certificates shall be printed in such a way that one signature will suffice for both bill or statement and certificate. **Printing of certificates.**

285. The Collector or Executive Engineer may disregard an arithmetical error of 4 annas in any case, and up to 1 *per cent.* but not exceeding Re. 1 where the bill or voucher is for an amount in excess of Rs. 25. **Powers of disregarding errors and waiving objections.**

The Collector or Executive Engineer may waive an objection, not involving a personal claim by any officers in permanent Government service and temporary employes on salaries exceeding Rs. 20 a month, of any other kind which relates to an item of not more than Rs. 100.

286. The Collector shall have power to sanction the payment of a horse allowance not exceeding Rs. 25 *per mensem* to any subordinate employed on famine duty who has considerable amount of travelling to do in the course of his work. **Horse allowance.**

287. No charges for commission to bankers for cashing cheques or pay bills payable by Government, or otherwise supplying funds for Government expenditure, shall be passed in audit unless the arrangements under which the expenditure is incurred have been sanctioned by the Local Government. **Commission to bankers.**

Before sanctioning such special arrangements, Local Government shall always satisfy itself by reference to the Accountant-General that no more economical arrangements can be made, and that the particular method proposed is otherwise free from objection.

288. To meet the difficulty of keeping a large number of villages regularly in funds, the following expedients may be adopted:— **Arrangements for keeping a large number of villages in funds.**

(*a*) The money order system may with great advantage be used for periodical remittances, the necessary arrangements for prompt payment being made in the head post offices.

(*b*) Escorts may be appointed for a circuit of villages to be visited at stated intervals.

(*c*) Police stations and other centres may be used as depots, the money being sent there by money order or otherwise, and the payees coming there to receive it.

(*d*) The services of touring officers may be enlisted to convey sums due to the villages which they are about to visit.

In the last two cases the money received from the Sub-Treasury should not pass through the accounts of the officers distributing, who will act in the matter merely as a post office.

Deligation of powers of Local Government.

289. (*a*) In the matter of famine contingent charges, the power of sanction given to the Local Government under article 98, Civil Account Code, is delegated to the Famine Commissioner and Superintending Engineer, respectively, in regard to officers employed on famine duty under them.

(*b*) The powers conferred on the Local Government under articles 178, 180, 1056, 1059 and 1060 of the Civil Service Regulations are extended to the Famine Commissioner and Superintending Engineer, respectively, in regard to officers employed on famine duty under them.

(*c*) Any defalcation or loss of famine funds other than a defalcation or loss occurring in a Treasury or Sub-Treasury which, under the ordinary rules, has to be reported to the Accountant-General, should be reported to the Famine Commissioner, or, where the sum involved exceeds Rs. 100, to the Local Government.

Payment of grain contractor.

290. A contractor for the supply of grain shall draw out a bill, weekly or more often as prescribed by the Collector, for the value of the grain supplied by him, attaching the receipts for the grain so supplied to the bill, and present it to the officer by whose authority the grain was supplied.

Where the bill relates to grain supplied to more than one poor-house kitchen, etc., it should be divided into separate sections for each of the same, to facilitate comparison with the accounts of each and the posting of the check ledgers.

Advances to grain dealers shall be made by the Collector out of his permanent advance and shall not be made from the permanent advances of Charge and Circle officers. A separate register of such advances shall be opened by the Collector and their recovery be closely watched by him.

Stock-Register.

291. A stock-register in Form K-XIII of all furniture, tools and plant at each village, work, poor-house and State kitchen should be kept by the officials in charge, and in it should be entered all purchases made from time to time. When relief operations are over, such things as are required should be made over to the Executive Engineer and the rest sold by public auction, and the amount realized credited to Government ; the sale-proceeds should be entered against each item in the stock-register, and the register should then be submitted to the head office for check with reference to the amounts credited to Government in the treasury accounts.

Supply of copper coin.

292. The Accountant-General shall be responsible for seeing that the amounts of bronze or copper coin required for use on famine works are in readiness in the district treasury in advance of requirements. Collectors shall be responsible for keeping the Accountant-General informed of their probable requirements as early as possible ; and in all districts where famine is anticipated they must send to the Accountant-General not later than the 1st January a rough estimate of the number of persons who will probably require relief on works of all kinds in the district, and for what period they will require relief.

CHAPTER XVI.

Reports after Famine.

293. The Famine Commissioner shall, as soon as practicable after the termination of a famine, prepare and submit to the Local Government a review of famine-relief operations for publication and submission to the Government of India. The report should contain information under the following heads:—

I. The economic and agricultural condition of the affected tract before the famine.

II. The cause of the famine, and the extent of the failure of the harvests.

III. The area, population and classes affected, and the degree of distress.

IV. General narrative of the commencement, progress, and close of the famine.

V. Relief measures and administration: organization of the relief system; Public Works relief; non-departmental relief; charitable relief.

VI. Statistics and cost of relief, and nature and utility of works constructed with famine labour.

VII. Indirect relief: the suspensions and remissions of land revenue and other dues: loans and advances.

VIII. Food-stocks, trade and prices, and the effect of high prices on crime.

IX. Public health, and the mortality of the famine period.

X. Immigration and emigration.

XI. Water and fodder supply, and the preservation of the cattle.

XII. Influence of railways and irrigation works in the mitigation of distress.

XIII. General remarks on the working of the Famine Code with any suggestions for the modification thereof which experience may have shown to be advisable; the measure of success attained; the attitude of the people; the future outlook.

The report should specially notice to what extent the works executed by famine labour are of a permanent character and distinct public utility, or to what extent their value is temporary and their public utility doubtful. They should be tabulated and classed into "major" and "minor" works, and also according to their character as, for instance, construction or repairs of unmetalled roads, metalling or remetalling of roads, collecting metal, railway earthwork, irrigation embankments, canal excavation, construction, improvement or repairs of tanks and the like, and careful estimate should be made of the value, at ordinary public works rates, of the work executed by famine labour, compared with the actual cost. In the section of the report dealing with the influence of railways and irrigation works in the mitigation of distress, a careful estimate should be given of the value of the crops saved by Government irrigation works in each district which suffered from drought;

Reports after Famine.

and any other evidence which may be forthcoming of the directly protective effect of State irrigation works should be recorded.

The table accompanying the report should include statistics of the numbers of persons on relief in each district or Native State, in each month or each fortnight, from the commencement to the end of the famine, classified according as they were relieved on works, as dependants of workers, in poor-houses or kitchens, or in their homes. The ratios of persons so relieved to the total population of each district or Native State, or affected portion of each district or Native State, should also be given; and also the representive numbers of men, women and children receiving relief. The imports and exports of food-grains, the course of prices, the rainfall and the mortality of the people, should also be statistically exhibited.

294. For the purposes of this report the Surgeon-General and the Chief Engineer shall furnish the Famine Commissioner with a clear and concise history of the operations of their respective departments in connection with famine-relief.

APPENDICES.

APPENDIX A.—PROGRAMMES AND ESTIMATES.

FORM A-I.

[See sections 12 and 15.]

PROGRAMME OF PUBLIC WORKS IN THE DIVISION FOR THE YEAR .

Name of district.	Name of taluk.	Population of the taluk.	Actual maximum of recent famines.*	Number of units to be provided for (*see* section 11 of the Code).	Serial number of work.	Name of work.	Large works (works employing one or more charges).†			Small works (works employing less than a full charge).†			Date of sanction of estimates.	Remarks (including the Dis. No. in which the estimates were sanctioned and the office where they are kept).
							Estimated cost at ordinary rates.		Number of units who can be employed.	Estimated cost at ordinary rates.		Number of units who can be employed.		
							Of whole work.	Of portion available for relief.		Of whole work.	Of portion available for relief.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
PART A.														
(*a*) Works sanctioned on their merits.														
(*b*) Works sanctioned as relief works only.														
PART B.														
Works unsanctioned.														

* The famines of 1877–1878 and 1896–1897 may be taken.

† A charge = 5,000 famine-relief workers.

NOTE.—(*a*) For the numbers to be provided for (*see* section 11 of the Code).

(*b*) The figures in columns 10 and 13 should be totalled for each taluk and for the division.

(*c*) If through paucity of sanctioned works the number of persons provided for under them is small in proportion to the total number for whom provision is made under other works measures should be taken to bring more works under sanction as soon as possible, and information should be given in the remarks column as to the steps which are being taken.

(*d*) If any of the works entered above were commenced during the last famine, the fact should be noted in the remarks column.

(*e*) The progress, if any, made in the execution of sanctioned works, should be noted in the remarks column.

(*f*) The general character and utility of the works, and the prospect of their completion, either within or soon after the period of distress, should be noted in the remarks column.

FORM A-II.

[See sections 12 and 18.]

PROGRAMME OF VILLAGE WORKS IN THE DISTRICT FOR THE YEAR .

Name of district.	Taluk.	Population of the taluk.	Actual maximum of recent famines.*	Number of units to be provided for (section 11 of the Code).	Serial number of work.	Name of work.	Non-departmental works.		Private works. Aided, *i.e.*, works to be carried out at the cost partly of Government and partly of private persons.		Private works. Unaided, *i.e.*, works to be carried out at the sole cost of private persons.		Private works. Names and residence of the persons ready to manage the works.	Private works. Names and residence of persons ready to undertake financial responsibility for the work.	Date of sanction of estimates.	Remarks. (Including the Dis. No. in which the estimates were sanctioned and the office where they are kept.)
							Estimated cost at ordinary rates.	Number of units who can be employed.	Estimated cost at ordinary rates.	Number of units who can be employed.	Estimated cost at ordinary rates.	Number of units who can be employed.				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Part A.—Works passed and approved and schemes prepared where required.

Part B.—Works not yet passed and approved.

* The famines of 1877–78 and 1896–97 may be taken.

NOTE.—(*a*) For the numbers to be provided for, see section 11 of the Code.

(*b*) If the numbers in columns 11 and 13 are small, steps should be taken as soon as possible to encourage landowners and others to undertake responsibility for private works, and information should be given in the remarks column as to the steps which are being taken.

(*c*) Columns 9, 11 and 13 should be totalled for each taluk and for the district.

(*d*) The general character and utility of the works should be briefly noted in the remarks column.

FORM A-III.

[See section 12.]

ABSTRACT OF RELIEF WORKS PROGRAMMES FOR THE YEAR.

District.	Population.	Maximum number of units for whom relief is required.		Number of units provided for by relief works on the programme. (In thousands.)									Remarks.
				Part A.—Sanctioned programme.				Part B.—Emergency programme.				Total both programmes.	
		Actual maximum of recent famines.	Estimated maximum of future famine.	Sanctioned public works.	Non-departmental works for which schemes have been prepared.	Private works for which schemes have been prepared.	Total sanctioned programme.	Public works not yet sanctioned.	Non-departmental works for which schemes have not yet been prepared.	Private works for which schemes have not yet been prepared.	Total emergency programme.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Note.—A 'unit' means one person relieved for one day. Thus, if work is provided for 50,000 people for April, May and June (91 days), provision is made for 50,000 × 91 = 4,550,000 units.

APPENDIX B.

[See section 34.]

Table showing the normal, warning and scarcity rates for the staple food-grains for each district in seers of 80 tolas per rupee.

District.	Rice.			Ragi.			Cholam.			Cumbu.		
	Normal rates.	Warning rates.	Scarcity rates.	Normal rates.	Warning rates.	Scarcity rates.	Normal rates.	Warning rates.	Scarcity rates.	Normal rates.	Warning rates.	Scarcity rates.
Circars.												
Ganjām	11	8	7	19	15	12	...	...	...	...	...	...
Vizagapatam	11	8	6	19	15	12	...	...	...	21	15	12
Gōdāvari	11	8	7	19	14	11	18	14	11	...	...	...
Kistna	10	8	6	18	13	11	16	12	10	...	...	...
Guntūr	11	8	7	...	...	...	16	12	10	17	13	10
Deccan.												
Kurnool	10	7	6	...	...	...	20	15	12	16	12	10
Bellary	9	7	5	...	...	...	17	13	10	...	...	...
Anantapur	10	8	6	21	15	12	18	14	11	18	13	11
Cuddapah	9	7	6	19	14	11	19	14	11	17	13	10
Carnatic.												
Nellore	12	9	7	18	14	11	17	13	10	17	13	10
Chingleput	10	8	6	15	11	9	...	...	...	...	...	...
Madras	9	7	5	16	12	9	...	...	...	...	...	...
South Arcot	10	8	6	16	12	10	...	...	...	16	12	10
Central.												
Chittoor	11	8	7	19	14	11	...	...	...	17	13	10
North Arcot	11	8	7	17	13	10	...	...	...	16	12	10
Salem	10	7	6	18	13	11	16	12	10	17	13	10
Coimbatore	10	7	6	17	13	10	16	12	10	16	12	10
Trichinopoly	10	8	6	18	13	11	17	13	10	17	13	10
South.												
Tanjore	10	8	6	18	13	11	...	...	...	...	...	...
Madura	10	8	6	18	13	11	16	12	10	16	12	9
Rāmnād	10	8	6	17	13	10	16	12	10	14	11	8
Tinnevelly	10	8	6	17	13	10	17	13	10	13	10	8
West Coast.												
Malabar	10	7	6	...	...	...	...	...	...	...	...	...
South Canara	11	8	7	...	...	...	...	...	...	...	...	...
Hills.												
The Nilgiris	8	6	5	15	11	9	...	...	...	...	...	...

APPENDIX C.—REPORTS AND RETURNS, ETC., TO BE SUBMITTED TO LOCAL GOVERNMENT, GOVERNMENT OF INDIA, ETC.

SUMMARY.

I.—Local Government.

(a) In ordinary times.

(1) To submit to the Government of India reports in connection with railway projects included in the programme of relief works [section 23 (*b*), (*c*), (*e*) and (*f*)].

(2) To fix the scale of reserves of tools and plant and revise it from time to time as circumstances demand (section 31).

(b) When famine is apprehended.

(1) To submit to the Government of India a special report whenever apprehensions of distress arise [section 47 (*a*)].

(2) To review at first warnings of general scarcity, the financial position and decide what action should be taken [section 47 (*b*)].

(c) After declaration of famine.

(1) To keep the Government of India informed from time to time of the state of affairs, and furnish advance copies of important famine orders (section 59).

(2) To represent to the Government of India, as occasion may require, in special reports, the extent to which—

(i) financial aid is likely to be required;
(ii) suspension or remission of land revenue may be considered necessary;
(iii) the provincial staff requires to be increased by drafts from the Imperial department or otherwise (section 59).

(3) To report to the Government of India for confirmation when any assignment of funds has been made which requires the sanction of the Government of India or the Secretary of State (section 60).

(4) To lay down in advance a general scale of establishment for each of the several branches of relief and also to define the powers of controlling and executive officers to make appointments (section 274).

II.—Board of Revenue or Famine Commissioner.

(a) In ordinary times.

(1) To submit to Government of India weekly telegraphic summary of the reports received from Collectors giving information as to prices, rainfall, etc., and to forward the original reports to Local Government [section 8 (*b*)].

(2) To submit to Local Government a monthly report of rainfall, extent of cultivation and prices of the principal food grains [section 8 (*c*)].

(3) To revise from time to time the schedule of normal, warning and scarcity rates for the staple food-grains of each district [section 8 (*d*)].

(4) To revise and re-edit after every decennial census "the statistical atlas of the Madras Presidency" [section 8 (*e*)].

(5) To review the annual programme of relief works of each district separately and submit a copy of the review to Government together with an abstract statement in form A-III (section 12).

(6) To submit to the Government of India not later than the 1st June of each year an abstract in form A-III of the programmes of relief works of the several kinds in the Presidency, a copy of the same being at the same time submitted to Local Government (section 12).

(7) To compile a special programme of relief works for aboriginal tribes and to submit an abstract of it to the Local Government on 1st May in each year (section 22).

(b) When famine is apprehended.

(1) To report to the Government of India in the weekly telegraphic reports the first indication of failure of crops or scarcity in the Presidency and the first apprehension of the necessity for the opening of test or relief works; and when test-works have been opened to report the numbers attending them [section 46 (*a*)].

(2) When distress is apprehended to submit a special report to the Local Government [section 46 (*b*)].

(3) To communicate to the Local Government Collector's proposals for starting relief works and undertaking other measures of relief (section 53).

(c) *After declaration of famine.*

(1) (a) To submit a special weekly telegram to the Government of India giving particulars of the aggregate number of persons on relief, the prices of food grains on which the wages are based, and general information on changes in the condition of people, etc., and to forward a copy to the Government [section 61 (a) and (d)].

(b) To submit a special weekly report to the Government of India and the Local Government in form C-XII [section 61 (b) and (d)].

(2) To submit to the Local Government and Government of India a monthly report consisting ordinarily of two tabular statements in forms C-VIII, and C-X [section 61 (c) and (d)].

(3) To report at once to Local Government the action taken in case it should be temporarily impossible to provide adequate task to the weakly (section 109).

(4) To submit to Local Government an estimate of expenditure likely to be incurred on famine-relief up to the end of the month or quarter next following (section 215).

(5) To forward to the Accountant-General a statement showing the total amount assigned by the Local Government and the total amount allotted by the Famine Commissioner to Collectors and the available balance (section 222).

(6) To submit to the Local Government as soon as possible, after the termination of a famine, a report on famine-relief arrangements for submission to the Government of India (section 293).

IV.—Collector.

(a) *In ordinary times.*

(1) To submit to the Board of Revenue, a weekly report of prices of principal food-grains, rainfall, water-supply, agricultural operations, condition of standing crops, etc. [section 7 (c)].

(2) To submit a monthly report to Board of Revenue of rainfall, extent of cultivation and prices of chief food-grains [section 7 (c)].

(3) To submit to Board every tenth year which should usually be the year in which the decennial census is taken, a report on the economic condition of the district [section 7 (d)].

(4) To submit to Board not later than the 1st April in each year a programme of public and village works in forms A-I and A-II which it may be necessary to undertake in the event of serious famine (section 12).

(5) To call on the zamindars and other landowners to furnish lists of works in their estates needing repair together with statements of the amounts likely to be required for putting the works in order and to report annually in submitting the programme of village works how far the landowners' agency may be utilized [section 21 (a) and (c)].

(6) To submit to Board with his programme of relief works list of all persons in his district who are likely to make efficient Charge officers and Circle officers (section 25).

(7) To draw up annually a special programme of suitable works for aboriginal tribes, and to submit it to Local Government through the Board [section 166 (a)].

(b) *When famine is apprehended.*

(1) To submit to Board an explanation of the rise in prices of staple food-grains when such prices rise to the scarcity rates with a brief report on the condition of the people and the state of his district (section 34).

(2) To report his anticipations of apprehended scarcity to the Board of Revenue, detailing briefly the reasons therefor [section 35 (a)].

(3) To submit to the Board for communication to Government weekly returns of numbers of persons on test-works or relieved at kitchens or poor-houses (section 51).

(4) As soon as test-works and kitchens or poor-houses have been opened to submit to the Board of Revenue for transmission to Local Government a special report accompanied by a statement in form C-III (section 51).

(5) When test-works begin to attract people in large numbers to report the fact to the Board together with definite proposals for starting relief works and other relief measures, and a detailed forecast of expenditure in form K-I for the current and the following month (section 53).

(6) To arrange for a conference with the principal railway officers concerned to discuss the probable nature and extent of the impending famine and the measures by which any demands likely to be made on the railway can best be met [section 210 (c)].

(c) *After declaration of famine.*

(1) Along with the weekly season report referred to in section 7 (c) of the Code, to furnish a statement for the week of the numbers in receipt of relief (form C-I) and specific information on changes in the condition of people, etc. [section 62 (c) (i)].

(2) To submit to Famine Commissioner at the end of each month the following—

(a) a map of his district in which affected areas should be approximately indicated in three colours, *red* signifying famine tracts, *light-blue*, scarcity tracts in which relief is being given (if these are distinguished from famine tracts), and *dark-blue*, scarcity tracts in which relief may be needed.

(b) a statement in Form C-IV showing the areas affected and the population thereof with notes explaining any increase or decrease as compared with the preceding month.

(c) a progress return of relief works in operation during the month (1) in form D-IV for public works, and (2) in forms E-I and E-VI for village works to be compiled from the weekly returns submitted to him.

(d) a statement of numbers on gratuitous relief in form C-V.

(e) a return of weavers' relief in form C-VI.

(f) a table in form C-X showing the monthly death-rate and deaths due to starvation compared with the normal death-rate for the month, accompanied by as clear as explanation as possible and any increase over the normal death-rate showing how far it is directly or indirectly due to famine.

(g) a statement in form C-VII showing the amount of revenue, the collection of which has been ordered to be postponed from the current to the succeeding official year [section 62 (c) (ii)].

(3) To obtain from private persons undertaking private works a weekly return in form E-I (section 120).

(4) To submit to the Famine Commissioner detailed proposals for relief to weavers and other artizans (section 174).

(5) To apply as soon as may be necessary for additional allotments of funds under Loans Acts, and for the appointment of additional Tahsildars and Revenue Inspectors and any establishment that may be required for them (section 179).

(6) To report for the information of the Board and the Government concessions granted under section 183 (1) and (2).

(7) To report to the Government any case in which he thinks that the State should guarantee the sale of imported fodder [section 188 (1)].

(8) On the first appearance of distress to inform the Surgeon-General through the Board of Revenue of the demands for extra staff that are likely to be made on him [section 199 (a)].

(9) To report by telegram before the 15th of every month to the Sanitary Commissioner the mortality in the district in the preceding month (section 200).

(10) To report to the Famine Commissioner any recoverable advances made to grain merchants with or without interest [section 210 (b)].

(11) To submit to the Famine Commissioner not later than the 15th of each month with an estimate in form K-I for funds required for the next month (section 215).

(12) To forward to the Famine Commissioner a supplementary estimate when the allotment provided for famine relief is found insufficient [section 220].

(13) (a) To submit to the Accountant-General and the Famine Commissioner on the 3rd of each month a consolidated statement in respect of all bills charged off in the head-quarters treasury accounts during the preceding month, and (b) to submit a revised statement in form K-V bearing the certificate of audit before the 20th of each month (section 242).

(d) *General.*

(1) To report to the Government, for communication to the Government of India, on disturbances in the nature of a grain riot (section 207).

(2) To submit a report to the Government, for communication to the Government of India, when subjects of Native States are immigrating into British territory, or British subjects are emigrating into Native States, to any unusual or considerable extent owing to distress (section 208).

V.—Revenue Divisional Officer.

(1) To regularly inspect public works opened for purposes of relief within his division and either submit an inspection report in form D-XII to the Collector through the Executive Engineer or record his remarks in the inspection book, or adopt both methods [section 67 (e)].

(2) To submit a weekly return in form J-II to the Collector (Appendix J).

VI.—Taluk Relief Officer.

(1) To submit weekly to the Collector, through the Divisional officer, diaries of his movements and the work done by him [section 69 (c)].

Page 77, Appendix C, Part VII(a).—Delete item (3).

VII.—THE TAHSILDAR.

(*a*) *In ordinary times.*

(1) To maintain registers of cultivation, prices and rainfall and submit to Collector on the prescribed dates periodical returns prepared from them [section 5 (*c*)].

(2) To submit to Collector special reports of outbreaks of epidemic disease [section 5 (*d*)].

(3) To Furnish Collector with extracts from the firka books showing what village works are required (section 17).

(*b*) *After declaration of famine.*

(1) To submit so as to reach the Collector not later than Monday morning (with a copy to the Divisional officer) a consolidated weekly return in form F-XI (Appendix F).

(2) To submit a weekly report in form H-VI so as to reach the Collector not later than Monday morning (Appendix H).

(3) To submit to Collector returns in forms I-XXV to I-XXVIII and C-VI (Appendix I)

VIII.—CIRCLE OFFICER.

(1) To report immediately to the Taluk relief officer the occurrence of any unusual sickness among men or cattle in any village in his circle [section 68 (10)].

(2) To submit weekly reports in form C-XIII to the Taluk relief officer [section 68 (11)].

IX.—POOR-HOUSE SUPERINTENDENT.

(1) To submit on Saturday evening to the Tahsildar (with a copy to the Divisional officer) a weekly report in form H-VI showing the numbers relieved on each day of the week (Appendix H).

X.—MANAGERS OF WEAVERS RELIEF CENTRES.

(1) To submit to the Tahsildar returns in forms I-XXV to I-XXVIII and C-VI (Appendix I).

XI.—KITCHEN SUPERINTENDENT.

(1) To submit every Saturday evening to the Tahsildar for incorporation in form F-XI a weekly return showing the numbers of men, women and children fed in the kitchen on each day of the week together with the cost of such relief. The Superintendent will send a copy of this return to the Circle officer (Appendix G).

XII.—SUPERINTENDENT, STATE ORPHANAGE.

(1) To submit every Saturday a weekly return in form J-II to the Divisional officer (Appendix J).

XIII.—REVENUE INSPECTOR.

(1) To submit to Tahsildar monthly abstracts of village cultivation registers and also if the Tahsildar so directs weekly reports on the state of the season, water-supplies, condition of the standing crops, etc. [section 4 (*d*)].

XIV.—THE VILLAGE HEADMAN.

(*a*) *In ordinary times.*

(1) To maintain a register of births and deaths and submit a monthly abstract of the same to the Collector through the Tahsildar [section 3 (*a*)].

(2) To report promptly to the Tahsildar the occurrence of any epidemic disease and submit daily returns of attacks and deaths as long as the outbreak continues [section 3 (*b*)].

(3) To maintain a register showing the mortality of cattle from disease and submit a monthly abstract of the same to the Collector through the Tahsildar [section 3 (*c*)].

(*b*) *After declaration of famine.*

(1) To submit on every Saturday evening to the Tahsildar, with a copy to the Circle officer, a weekly report for his village showing the numbers of men, women and children relieved on each day of the week (i) by doles in cash or grain as the case may be, and (ii) by way of casual relief (*see* sections 144 and 149 of the Code), together with particulars of the expenditure incurred (Appendix F).

XV.—THE VILLAGE ACCOUNTANT.

(1) To maintain systematically registers of cultivation, harvests, rainfall and water-supplies noting therein the general condition and outturn of crops and submit the same monthly to the Revenue Inspector [section 2 (*a*)].

XVI.—The Superintendent of Police.

(a) When famine is apprehended.

(1) To keep the Collector fully informed in his weekly reports of all signs of approaching distress including any tendency of the people to wander or migrate and at once to send special reports of any increase of crime that may be attributed to a general rise in prices or scarcity (sections 44 and 196).

(b) After declaration of famine.

(1) To apply in consultation with the Collector for such additional officers of his department as may be necessary for special duty in connection with famine and obtain sanction to enlist such extra men as may be necessary to meet all requirements (section 194).

(2) To see the corpses of persons who have died on the roadside are properly buried or cremated by the village authorities and to open a register of such deaths and periodically submit extracts therefrom to the District Magistrate (section 198).

XVII.—Officers in charge of Police Stations.

After declaration of famine.

(1) To report every Saturday evening to the Tahsildar, with a copy to the District Superintendent of Police, the numbers of men, women and children relieved by them on each day of the week under section 197 of the Code and the cost of the relief (Appendix F).

XVIII.—Surgeon-General.

(a) In ordinary times.

(1) To maintain a list of candidates qualified for employment as medical subordinates during famine [section 199 (*a*)].

(b) After declaration of famine.

(1) To promptly inform the Local Government should local sources fail to supply the demand for extra staff in order that other provinces may be indented upon [section 199 (*b*)].

(2) To submit every month to the Local Government through the Famine Commissioner an abstract of the reports received from the District Medical and Sanitary officers [section 199 (*f*)].

(3) To furnish the Famine Commissioner with a clear and concise history of the operations of his department in connection with famine-relief after its close (section 294).

XIX.—District Medical Officer.

(a) In ordinary times.

(1) To prepare annually and submit to the Surgeon-General and Sanitary Commissioner, respectively, a list of all persons likely to be efficient members of the Medical and Sanitary subordinate staff in times of famine (section 28).

(b) When famine is apprehended.

(1) To obtain the district returns of mortality from the Collector's office, and to bring to the notice of the Collector any indications of famine or distress that he finds in the returns of the several taluks and to promptly report any instance of distress from privation coming under his personal observation (section 45).

(c) After declaration of famine.

(1) To report fully and freely to the Surgeon-General and Sanitary Commissioner on all points, medical and sanitary, connected with famine, and submit with a copy to the Collector a monthly return on the following matters :—

- (i) any increase of illness and disease believed to be due to want of food;
- (ii) any deaths due to illness induced by want of food;
- (iii) the number of patients treated at famine hospitals; and
- (iv) the distribution of the subordinate medical staff and any increase to it that may be required [section 201 (*a*)].

(2) To bring to the notice of the Collector or Executive Engineer promptly all matters relating to the health of the workers that require immediate notice [section 201 (*e*)].

XX.—Medical Officer on relief works.

(1) To inspect daily the sanitary arrangements and the water-supply and promptly to report to the Charge officer any defects that he may observe [section 203 (*a*)].

(2) To report at once to the Charge officer the outbreak on the work of any epidemic disease [section 203 (*e*)].

(3) To report to the Charge officer any cases in which lighter tasking, gratuitous relief or other special treatment is advisable [section 203 (*g*)].

(4) To submit to the Collector or the District Medical and Sanitary officer such reports and returns as may be specially called for by them [section 203 (*i*)].

XXI.—Sanitary Commissioner.

After declaration of famine.

(1) To report through the Famine Commissioner to the Local Government on any points of special importance touching (1) the adequacy or otherwise of the scale of wages and allowances, (2) the size, position and management of relief works in their relation to public health, at the same time including any important deductions from the vital statistics of the affected areas [section 200 (*c*)].

(2) To submit to the Government monthly mortality returns for all districts and inform the Government of his suspicions as to the existence or imminence of famine in any district [section 200].

XXII.—Accountant-General.

(1) To furnish the Local Government and the Famine Commissioner with a consolidated statement of expenditure in form K-VIII (section 223).

(2) To keep in training a reserve of accounts clerks in such number as may be fixed by the Local Government (section 29).

(3) To furnish the Local Government and the Famine Commissioner monthly,

(i) a consolidated statement of receipts and expenditure;
(ii) a statement showing the audited expenditure on relief works in charge of the Public Works Department for and up to the end of each month;
(iii) a statement showing the booked outlay against all relief works in each division (section 260).

XXIII.—Chief Engineer.

(a) In ordinary times.

(1) To forward to the Collector annually by the 10th March copies of the programmes of relief works as approved by him (section 12).

(2) To prepare annually in consultation with the Superintending Engineer and the Principal, Madras Civil Engineering College, a list of all persons competent for famine duty as Upper Subordinates (section 27).

(b) After declaration of famine.

(1) To report to Local Government any purchase of tools necessitated by any deficiency [section 63 (*d*)].

(c) After the termination of famine.

(1) To furnish the Famine Commissioner with a clear and concise history of the operations of the department in connection with famine-relief (section 294).

XXIV.—Superintending Engineer.

(a) In ordinary times.

(1) To forward to the Chief Engineer annually by the 20th February the programmes as revised by him for the divisions in his circle (section 12).

(2) To inspect reserve stock of tools and plant annually and submit a complete stock register for his circle to the Chief Engineer with the programme of public works (section 32).

(b) After declaration of famine.

(1) To give early information to Government, through the Famine Commissioner, of the number and character of any additional staff that may be required as the famine develops [section 64 (*e*)].

XXV.—Executive Engineer.

(a) In ordinary times.

(1) To prepare annually in form A-I and submit to the Superintending Engineer not later than the 1st February in each year a programme for his division of public works which it may be necessary to undertake in the event of serious famine (section 12)

(2) To prepare annually and submit with his programme of public works to the Superintending Engineer a list of all persons in his division likely to make efficient work agents (section 26).

(3) To inspect and count reserve stocks of tools and plant annually, and in consultation with the Collector to submit to the Superintending Engineer proposals for their revision if necessary (section 32).

(b) After declaration of famine.

(1) To give immediate notice to the Collector of any sickness or other occurrence which might render it advisable to stop admission to any work and to keep him punctually informed of the progress of the works in the several forms prescribed in appendix D [section 65 (*d*)].

(2) To give notice monthly in form K-I (with the Public works heads of accounts printed) the Collector of the funds required for the following month for relief works in his charge [section 65 (*g*).]

(3) To send to the Superintending Engineer and the Chief Engineer a weekly progress return in form D-X (section 94).

(4) To furnish the Accountant-General not later than the last day of each month a return of receipts in form K-VI and a return of expenditure in Form K-VII (section 260) and (2) to submit a return of indirect expenditure in form K-IX (section 264).

XXVI.—Sub-Divisional Officer, Public Works Department.

After declaration of famine.

(1) To submit to the Executive Engineer punctually the consolidated accounts of the several relief charges in his sub-division in the forms prescribed in appendix D (section 66).

(2) To send to the Collector and the Executive Engineer a weekly progress return in form D-IX (section 94).

XXVII.—Charge Officer.

(1) To report immediately to the District Medical and Sanitary officer, the Executive Engineer and the Collector the outbreak of any epidemic disease [section 88 (14)].

(2) To visit systematically the hospitals and remedy or report any defect in their management [section 91 (*c*)].

(3) To report to the Tahsildar if the prices current on works are or are likely to become excessive [section 93 (*c*)].

(4) To prepare for each work a progress return in form D-VII for each week ending on Saturday night, and forward it to the Public Works Sub-Divisional officer (section 94).

(5) To prepare at the same time and submit to the Executive Engineer, through the Sub-Divisional officer, with copy to the Collector through the Revenue Divisional officer, a general report for the same period in form D-VIII (section 95).

FORM C-I.

[See section 62 (c) (i).]

APPENDIX C.—STATEMENT OF NUMBERS ON RELIEF WORKS IN THE DISTRICT OF FOR THE WEEK ENDING.

Taluk.	Area under famine relief.						Tract under observation and test.			Grand total.	Grand total (last week).	Price of staple grain (in seers of 80 tolas per rupee) on last day of the week.	Price of staple (in seers of 80 tolas per rupee) on last day of the preceding week.	Remarks.
	Number of works.	Number of workers.	Gratuitous and special relief.			Grand total on relief.	Number of works.	Number of workers.	Number of persons in receipt of gratuitous relief.					
			Dependants of relief workers relieved on works.	Number relieved in villages, kitchens, poor-houses, etc.	Total.									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

NOTE.—In the 'Remarks' column information should be given on the following heads:—

(1) Whether distress is acute or slight, increasing or decreasing, the classes mostly affected, and the cause of any marked rise or fall in the number of persons reported to be on relief.

(2) Whether the people are resorting freely to relief works, clinging to their homes or concentrating in towns. Whether there is much wandering, any general appearance of emaciation among applicants for relief, any large influx of foreigners, etc.

(3) The physical condition of the people on relief, particularly of the women and children, and of the labouring and cultivating classes generally.

(4) The sufficiency of relief measures, and any special measures, such as relief to weavers and artisans in their own trade, the grant of advances, suspensions of land revenue, importation of fodder for cattle, measures to improve the water-supply, etc.

(5) The state of the public health and the prevalence of epidemics.

(6) The need for private charitable relief for clothing, medical comforts, or other objects, and the extent to which it is being met.

(7) The amount of loans granted and disbursed under each Act and the number of wells on which work has been completed or is in progress.

(8) When private or aided works are affording important relief, the number of persons relieved on such works, so far as known.

In those districts where the weekly season reports are telegraphed, the information specified above should be noted in the telegrams.

If famine relief measures are in progress in any Native State under the political control of the Local Government, separate statistics should be entered as far as possible for such States.

FORM C-II.

[See section 61 (*a*).]

EXAMPLE OF A WEEKLY FAMINE TELEGRAM.

Distress severe in Deccan districts but slight in affected districts of Carnatic. Will probably increase in both tracts when cotton-picking ceases. Ganjām and Banganapalle added to affected area. Smaller cultivators getting to end of their resources and coming on relief. No wandering or emaciation, except among Hyderabad immigrants. People on relief generally in good condition and relief measures adequate. No disinclination to resort to relief works apparent. Public health good, except for cholera epidemic in Kurnool, where necessary remedial measures have been taken. Private charity active in towns, and cheap grain shops established Liberal suspensions of land revenue granted, and loans being freely advanced for purchase of fodder and deepening of wells. Trade active, traffic requirements being fully met. Prices of food-grains high but stationary, except in Deccan districts where rising. Prices: Carnatic 12 to 15, Deccan 8 to 10, Native States 9 to 12 seers (of 80 tolas) per rupee.

Numbers on relief in thousands. British districts :—Carnatic: works 156, gratuitous 26, total 182 :—Deccan: works 345, gratuitous 82, total 427. Native States: works 66, gratuitous 18, total 84. Large rise in Nellore owing to completion of cholam harvest.

NOTE.—The telegram should state the aggregate number of persons in receipt of relief under the following heads without details of sex or age :—

(1) Number of workers on (*a*) test works and (*b*) relief works of all kinds (excluding dependants).

(2) Number of persons in receipt of Government gratuitous relief or special relief of all kinds (including the dependants of workers relieved on works) and weavers and artisans relieved in their own trade.

(3) Total number of persons on relief.

The figures should be the daily average for the period covered by the latest weekly relief return; but if this cannot conveniently be given, the number on the last day of the week may be substituted. In telegraphing the figures, the following abbreviations may be used: 'Works,' 'Gratuitous,' 'Total.'

The telegram should also record the price, in Government seers per rupee, as it stood on the last day of the week under report in each district, or group of districts, in which famine-relief operations are in progress, of the staple grain upon which the famine wage for the time being is calculated in that district or group.

There is no need to specify the staple, and the addition to the telegram may conveniently take the following form: 'Prices—Kurnool and Cuddapah 9, Anantapur 8½.' When the staple or the price varies from place to place in the same district, an average will suffice, or the price of the principal staple.

Although statistics are not required for each district, but only for the Presidency as a whole, it will be convenient that when distress occurs in entirely different parts of the Presidency, the affected districts in each part should be grouped together, and separate statistics telegraphed for each group. If famine relief measures are in progress in any Native States under the political control of the Local Government, separate relief statistics under the prescribed headings should also be supplied, as far as possible, for such States collectively.

The inclusion of a district or State for the first time in the affected area, whether of a province or group, and similarly, the removal of a district or State, as no longer affected, from the affected area, should be communicated in the weekly telegram.

In addition to the statistical information required by the preceding rules, the telegram should contain general information as to changes in the condition of the people and the state of affairs in the affected areas, *e.g.* :—

(1) Whether distress is acute or slight, increasing or decreasing, the classes mostly affected, and the cause of any marked rise or fall in the number of persons reported to be on relief.

(2) Whether the people are resorting freely to relief works, clinging to their homes or concentrating in towns. Whether there is much wandering, any general appearance of emaciation among applicants for relief, any large influx of foreigners, etc.

(3) The physical condition of the people on relief, particularly of the women and children, and of the labouring and cultivating classes generally.

(4) The sufficiency of relief measures, and any special measures, such as relief to weavers and artisans in their own trade, the grant of advances, suspensions of land revenue, importation of fodder for cattle, measures to improve the water-supply, etc.

(5) The state of the public health and the prevalence of epidemics.

(6) The need for private charitable relief for clothing, medical comforts, or other objects, and the extent to which it is being met.

(7) When private or aided works are affording important relief, the number of persons relieved on such works so far as known.

FORM C-III.

[See section 51.]

AREA AND POPULATION AFFECTED AND ESTIMATE OF THE NUMBER OF PERSONS FOR WHOM RELIEF IS LIKELY TO BE REQUIRED AND OF PROBABLE EXPENDITURE IN THE DISTRICT.

Total area.	Total population.	Area affected.	Population of area affected.	Maximum number of persons for whom relief on works is likely to be required.		Number of units provided for in the programmes (*see* section 11 of the Code).							Maximum number of persons for whom gratuitous relief is likely to be required.	
						Public works.				Village works.				
						Large works (works employing one or more charges *).		Small works (works employing less than a full charge *).		Non-departmental works.	Private works.			
				On any one day.	In the aggregate, *i.e.*, total number of units.	A. Sanctioned.	B. Not sanctioned.	A. Sanctioned.	B. Not sanctioned.		Aided.	Unaided.	On any one day.	In the aggregate, *i.e.*, total number of units.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

* A charge = 5,000 famine—relief workers.

Estimated Expenditure.	Current year. RS.	Next year. RS.
33-A.—Salaries and establishments		
33-B.—Relief works in charge of Civil officers		
33-C.—Relief to people employed otherwise than on relief works		
33-D.—Gratuitous relief		
33-E.—Miscellaneous		
33-F.—Relief works in charge of Public Works officers		
33-G.—Charges debited to departmental heads of account		

FORM IV.

[See section 62 (c) (ii) (b).]

STATEMENT SHOWING AREA AND POPULATION AFFECTED IN THE DISTRICT FOR THE MONTH OF .

Taluks.	Latest.			Area considered to be affected.			Remarks.
	Number of villages.	Area.	Population.	Number of villages.	Area.	Population.	

FORM C-V.

[See section 62 (c) (ii) (d).]

STATEMENT OF GRATUITOUS RELIEF IN THE DISTRICT FOR THE MONTH OF

PART I.—*On works.*

Taluk.	Numbers gratuitously relieved.									Expenditure.			Remarks.
	By allowance of cash or food as dependants.			Hospital patients and their personal attendants by allowances of cash or food.			Total.			Dependants.	In hospitals.	Total.	
	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.				
										RS.	RS.	RS.	

PART II.—*In villages and poor-houses.*

Taluk.	By doles in cash or grain.					At kitchens.					By casual relief.					At poor-houses.					Total expenditure for villages and poor-houses.	Remarks.
	Men.	Women.	Children.	Total.	Cost of relief.	Men.	Women.	Children.	Total.	Cost of relief.	Men.	Women.	Children.	Total.	Cost of relief.	Men.	Women.	Children.	Total.	Cost of relief.		

NOTE.—(1) Figures for Part I of this statement may be obtained from columns 8, 9 and 10 of Part I, and columns 6 and 7 of Part II, of form D-IX received from the Public Works Sub-Divisional officer, while those for Part II can be had from forms F-XI and H-VI submitted by the Tahsildars.

(2) Columns relating to numbers relieved should show figures of the last Saturday in the month, while those relating to expenditure should show the total expenditure according to the treasury accounts.

FORM C-VI.

[See section 62 (c) (ii) (e) and appendix I, para. 36.]

RETURN OF WEAVERS' RELIEF IN THE DISTRICT FOR THE MONTH OF

Number of looms for which advances made during the month.		Number of cloths received.			Expenditure.					Cloths for which advances outstanding at the end of month.		Actual realizations.			
		In the month.	Up to the month.	Nominal value.*	In the month on				Up to the month.			By sale or issue in the month.			Up to the month.
Description.	Number.				Materials.	Wages.	Salaries.	Total.	Total.	Description.	Number.	For cloths.	Miscellaneous.	Total.	Total.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

* To be computed in the Collector's office only.

FORM C-VII.

[See section 62 (*c*) (ii) (*g*)].

STATEMENT OF LAND REVENUE, THE COLLECTION OF WHICH HAS BEEN ORDERED TO BE POSTPONED FROM THE OFFICIAL YEAR TO THE OFFICIAL YEAR

Taluk.	Probable net demand up to March.	Amount, the collection of which has been postponed till			Remarks.
		After March but before June 30th.	Later fasli.	Total.	
1	2	3	4	5	6
District total ...					

NOTE.—In column 2 probable remissions should be deducted from the estimated gross demand according to prescribed kistbandi.

FORM C-VIII.

[See section 61 (c).]

FAMINE STATEMENT FOR THE MONTH OF

N.B.—Numbers of persons on relief to be shown in thousands.

District.	Area.	Population in thousands.	Affected area.	Estimated population in thousands, of column 4.	Number of workers on relief works on last day of month.				Number of persons on gratuitous relief and special relief.		Grand total of number of persons on relief.				Price of one or more principal food-grains in seers per rupee.	Total famine-relief expenditure from commencement of relief operations. (In thousands of rupees.)				Loans and advances made in connection with the relief of distress. (In thousands of rupees.)			Revenue suspended or remitted. (In thousands of rupees.)
					Men.	Women.	Children.	Total workers.	Dependants of relief workers relieved on work.	Relieved in villages, kitchens, poor-houses, etc.	Men.	Women.	Children.	Total.		Date up to which account is made up.	On relief works.	On gratuitous relief.	Other famine expenditure.	Land Improvement Loans Act.	Agriculturists, Loans Act.	Other advances.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
																	RS.	RS.	RS.	RS.	RS.	RS.	RS.
Total ...																							

NOTE.—(1) The statement will relate to the period between the last Saturday of the previous month and the last Saturday of the month under report.

(2) The district figures in columns 2 and 3 should correspond with columns 3 and 4 of statement C-XI and those in columns 4 and 5 with the totals of columns 5 to 8 of statement C-XI.

(3) Special relief to weavers and artisans should be included in column 11.

(4) Column 15 should agree with the sum of columns 9 to 11 as well as with the total of columns 12 to 14.

(5) Columns 18 to 20 should show the total expenditure classed under the head of famine-relief according to the registers maintained by the District officer, except advances for aided works which should come into column 23.

(6) The submission of the report should not be delayed in order that accounts of expenditure may be made up to date of report.

MONTHLY FAMINE REPORT.

Schedule of information to be given in the memorandum to accompany Famine Statements C-VIII, C-X and C-XI for the month of

The memorandum should give the fullest information available as to (1) private relief, (2) village and poor-house relief, (3) general character of relief works, (4) special relief to artisans, weavers, etc., where it is important, (5) steps taken to supplement insufficient programmes of relief works, (6) physical condition of the people, (7) food stocks, (8) importation of grain, (9) general condition and prospects of affected area, (10) changes in rates of wages, (11) extent to which selection in admission to relief works is being carried out, (12) increase or decrease authorised by the Local Government in the standard wage, (13) cattle mortality due to scarcity of fodder and water, (14) emigration or immigration, and (15) any other matters of importance which will not delay the despatch of the statement beyond the end of the following month. Under "physical condition of the people" as clear an explanation as possible should be given of any increase over the normal death-rate of the month as shown in statement C-X or of the month previous and the result of investigations of "starvation" deaths should be stated (*see* instructions to statement C-X).

[**FORM C-IX**—*Cancelled.*]

FORM C-X.

[See sections 61 (c) and 62 (c) (ii), (f).]

FAMINE STATEMENT FOR THE MONTH OF

District.	Population of district.	Normal mortality of the month, *i.e.*, number of deaths calculated on the mean death-rate for the month, exclusive of plague.	Actual number of deaths during the month from					Death-rate per 1,000 of population.		Remarks.
			All causes (including deaths entered in columns 5 to 8).	Plague.	Cholera.	Other epidemic disease causing serious mortality.	Starvation.	Monthly normal, exclusive of plague.	Actual death-rate during the month from all causes, exclusive of plague.	
1	2	3	4	5	6	7	8	9	10	11
Total ...										

INSTRUCTION I.—This statement should be prepared for the calendar month. The average or mean death-rate for the month (column 9) should be calculated on the mortality returns of the previous ten years (excluding famine years) wherever this is possible. A brief explanation should be given in the Remarks column of any great excess of the death-rate over the average, or of deaths from starvation.

II.—The following only should be classed as "starvation" deaths in column 8:—

(1) Deaths of destitute wanderers and unknown people who are found dead on the roads or in the open country, and whose bodies show signs of want and emaciation, and not signs of any particular disease.

(2) Deaths in hospitals and poor-houses certified by the Local Medical officer or subordinate to be due to pure starvation.

(3) Deaths in towns and villages, other than the above, which are returned by the reporting agent as apparently due to starvation, and not to other cause. Reporting agents should be told, as a rough guide, that starvation may be assumed to be the cause of death, if no other cause be traced, when there is evidence that the deceased had not had food for 48 hours before death.

The district authorities should cause all deaths under (1), (2) and (3) to be further investigated before the end of the next ensuing month, and should report the results in the page of the monthly report devoted to "Remarks" in the following month.

FORM C-XI.

[See section 61 (c).]

SUMMARY OF FAMINE STATISTICS.

Province.	District.	Total area in square miles.	Total population.	Famine tract.		Scarcity tract in which relief is being given.		Scarcity tract in which relief may be needed.		Estimated expenditure on direct relief.		Estimated expenditure on loans and advances.		Probable suspension and remission of land revenue.	Number of units for whom relief can be provided by works remaining on the programmes on date of report. (In thousands.)					Remarks.
				Area in square miles.	Estimated population.	Area in square miles.	Estimated population.	Area in square miles.	Estimated population.	In current financial year.	In next financial year.	In current financial year.	In next financial year.		On public works.	On non-departmental works.	On private works.	Total. Part A, Sanctioned programme.	Total. Part B, Emergency programme.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
										RS.	RS.	RS.	RS.	RS.						
Total ...																				

NOTE.—(1) The estimated population should be obtained from the data given for the last census.
(2) A "unit" means one person relieved for one day.
(3) Some relief works will have been more or less exhausted since the last programme was published and others will have been provided for entry in the programme next to be published. The net result should be shown in columns 16 to 20. The total of columns 19 and 20 should equal the total of columns 16 to 18.

FORM C-XII.

[See section 61 (b).]

FAMINE STATEMENT FOR THE WEEK ENDING

Number.	Name of district or State.	Area under famine relief.							Tracts under observation and test.	
		Area affected in square miles.	Estimated population of area in column 3.	Number of persons employed on relief works.	Number of persons on gratuitous and special relief.			Grand total on relief.	Number of persons on test works.	Number of persons in receipt of gratuitous relief.
					Dependants of relief workers relieved on works.	Relieved in villages, kitchens, poor-houses, etc.	Total.			
1	2	3	4	5	6	7	8	9	10	11
	British Provinces.									
	Total ...									
	Native States.									
	Total ...									
	Grand Total ...									

NOTE.—(1) For districts in which no regular relief is being given, columns 3 to 9 should be left blank.
(2) Special relief to artisans and weavers should be included in column 7.
(3) In a foot-note it should be stated whether the figures represent the daily average for the week, or the numbers of the last day of the week under report.
(4) Where figures are wanting or are incomplete, the fact should be stated in a foot-note.
(5) No district or State should be removed from column 2 till all forms of Government relief have been finally closed in it.

FORM C-XIII.

[See section 68 (11).]

PART I.

WEEKLY REPORT OF THE CIRCLE OFFICER, CIRCLE, FOR THE WEEK ENDING

Names of villages in the circle, not visited.	Reasons for failure to visit the villages mentioned.

Physical condition of the people in the circle, the condition of the children, as well as the chief causes of deaths in the villages, being specially noted.

Any tendency on the part of the people to wander, and their willingness or otherwise to work.

(Here note also whether any ordinary work (*i.e.*, work other than relief works) is available in the circle, and if so, state the nature of such work and the approximate number of workers employed on it.)

FORM C-XIII—*cont.*

PART II.

STATEMENT OF NUMBERS ON GRATUITOUS RELIEF IN THE CIRCLE FOR THE WEEK ENDING

(NOTE.—Particulars must be filled up against each village and a total made for the whole circle. When, in any week, a village has not been visited, the totals found at last previous visit must be entered in column 9.)

Names of villages.	Date of last visit.	Number on relief list at visit.			Struck off.												Remainder.			Added to list.			Total on list at the visit.			Date of visit.	Casual travellers, etc., relieved during week.	Expenditure.	Remarks.
					Dead.			Left village.			For other causes.			Total.															
		Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.				
	1	2			3			4			5			6			7			8			9			10	11	12	

FORM C-XIII—*cont.*

PART III.

State of prices, *i.e.*, whether rising or falling, and the supply of food stocks to the local markets.

Prospects of the crops, condition of cattle and supply of fodder.

The state of water-supplies.

General remarks embodying any other results of the Reporting officer's observation.

APPENDIX D.—PUBLIC WORKS.

INTRODUCTION.

The instructions given in this appendix are intended for the guidance of all officers engaged in the immediate conduct of public relief works. Such officers should make themselves thoroughly acquainted with the Famine Code, and especially with chapters VII and VIII and with these instructions.

The most suitable description of work for purposes of famine relief is undoubtedly earthwork, and on this account the methods to be adopted for this description of work find the most important place in the appendix. In selecting works for execution certain points call for special attention. Great difficulty is nearly always experienced in finding work enough for the undue proportion of carriers that crowd on to a relief work, especially in the early stages, in the shape of women, children and weakly men. In such circumstances, the longer the lead of the earthwork is, the less ineffective are the results and the more economically is the work done. Another difficulty that often arises is that of controlling the labour, especially on the occurrence of an unexpected rush of workers, and it is therefore a point of practical importance that the work should be of such a nature that the labour can be concentrated without undue crowding.

In other respects earthwork should be of a simple nature, such as to afford work in large quantities and not to require very much setting out.

The selection of relief works is not, however, invariably determined by consideration connected solely with the effectiveness of the labour, but when these considerations predominate, it should be remembered that the deepening of a tank is about the most effective form of relief work that can be carried out. Next to that is the excavation of a canal or any wide ditch where there is a considerable quantity of work per foot run, and the earth has to be carried well away. Scarcely less effective than this is a heavy railway embankment or earthen dam, formed from deep borrow-pits well away from the embankment. The ordinary raising of an unmetalled road is perhaps the least suitable form of earthwork, the short lead and comparatively small quantity of work per foot run involving inconveniently rapid progression. In such cases, it is far more effective to raise the road by at least two feet instead of only half that amount.

It will sometimes happen, however, that the only works available are such as present considerable difficulty in execution, such, for instance, as the excavation of tanks or channels in tracts where large beds of *kankar* or other hard substance are found at a few feet below the surface. In such cases, the following procedure is suggested:—

(1) if the work is of a remunerative nature, the removal of hard soil may, subject to the sanction of Government under section 84 of the Code, be carried out by petty contract, gangs of relief workers being utilized as far as possible either alone or assisted by experts, if necessary.

(2) if the work is of an unremunerative kind and there is no choice but to undertake it, special tools and appliances should be provided and a few experts introduced to teach the relief workers how to overcome the difficulty: if the hard soil is only found to a limited extent, 'special' gangs should be selected from the relief workers, the necessary tools provided and the people shown the manner in which the work can most effectively be executed.

But, in every case, for a work to be truly economical it must be either directly or indirectly reproductive when done. It may often happen that a work which can be very effectively constructed is likely to prove of so little use that it will be more economical to take up some other less effectively-constructed work.

For instance, in a district ordinarily very wet, it will be more economical to raise a moderately useful road than to deepen a tank that is of no use, though the latter would afford a more effective form of work. There is thus room for the exercise of considerable thought and judgment in the selection of famine works, and it will be amply repaid by the results.

The work which has to be done in the field may now be conveniently considered under the several following headings, which are placed more or less in the order in which they will call for attention:—

Chaps.		Paras
I.	General organization and establishment	1- 5
II.	Equipment of a charge	6- 8
III.	Funds and supply of coin	9-12
IV.	Drinking-water and disinfecting water-supply	13-18
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VI.	Field hospitals	20-22
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VIII.	Conservancy	25-28
IX.	Organization of relief labour	29-36
X.	Nature and systems of work	37

CHAPS.		PARAS
XI.	Task-work—	
	A. Earth-work ...	38-45
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XII.	Wages under the task-work system ...	67-68
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I.—GENERAL ORGANIZATION AND ESTABLISHMENT.

1. Relief workers should be made up into gangs of, approximately, 80 'workers' under a 'headman.' The dependants of each gang will probably number 20 to 25 persons, nearly all of them being children under ten years of age, bringing the total strength of the gang up to approximately 100. Five such gangs will be formed into a 'party' under a 'maistry.' Twelve such parties will form a relief 'charge.' A 'charge' will thus contain approximately 5,000 workers in addition to their dependants, or probably about 6,500 persons altogether. These numbers should be the basis of calculation in estimating the establishment, tools, and other necessaries to be provided for the number which the Collector has estimated will probably require relief from month to month. If the number of workers in a charge exceed 6,000, further enlistment to it must stop, and a fresh charge must be opened at once, the old charge being called a 'closed charge' till recruitment is re-opened. The new charge may be on a different part of the same work, or on another work at no great distance, but it must be a new charge with its own equipment and establishment complete.

2. The complete staff for a charge will ordinarily be as follows :—

Number.	Officials.	Approximate monthly pay.	Remarks.
		RS.	
1	Charge officer ...	70 to 120	As fixed by the Local Government.
2	Work-agents ...	...	If possible, to be Sub-Overseers or junior Overseers of the Public Works Department on the pay of their grade; otherwise special men of similar stamp on Rs. 40 to 60.
1	Medical officer ...	...	He will ordinarily receive the pay of his grade and such charge allowance as is admissible under The Madras Civil Medical Code.
17	Maistries, including those on water, conservancy, and accounts.	10 to 15	
70-80	Headmen of gangs and on special duties ...	...	Pay at one pice a day more than class 1 workers.
1	Store-keeper ...	12 to 18	
1	Clerk ...	15 to 20	
2	Sub-cashiers ...	15 to 20	
4-10	Watchmen for the treasure chest, stores, and market.	6	
5	Peons ...	5	Attached to the head-quarters staff.
4-10	Sweepers ...	...	Pay at two annas a day.

3. (*a*) The Charge officer should ordinarily be a Deputy Tahsildar appointed and placed at the disposal of the Public Works Department by the Collector. He will be the cashier and general supervisor on the spot: his duties are described in detail in section 88 of the Code.

(*b*) The Work-agents are subordinate to the Charge officer and should, if possible, be Sub-Overseers or junior Overseers of the Public Works Department. When the latter are employed in this capacity, care must be taken to arrange that they are sufficiently junior to the Charge officer in salary and standing to avoid friction. It is the duty of the Work-agents to lay out work in advance, to have profiles ready where necessary, to measure up the work done by each gang, and to calculate, in the manner explained hereafter, the wages to be paid for the work done. Where there are two or more such men, one of them should look to the setting out of work ahead, and the other to the proper finishing up of it behind the gangs. Sub-Overseers will be posted or appointed by the Superintending Engineer on indents from the Executive Engineer, which should be made, if possible, a fortnight in advance of requirements, so as to have the officials on the spot in time both to give them experience and to avoid

the organization being overpowered by a rush of people. For these duties the services of capable Non-Commissioned officers from the army may be enlisted. If there are not enough Sub-Overseers of the Public Works Department, or capable Non-Commissioned officers of the army, the Superintending Engineer may temporarily engage suitable men on salaries of Rs. 40 to Rs. 60 a month.

(*c*) Maistries may be obtained from the ranks of the army, or appointed locally by the Sub-Divisional officer. It is their duty to enter the individual and total wages payable and do the greater part of the actual counting out and disbursing of wages. They have also to attend to the requirements of their parties in all respects. One of the maistries should be foreman of the water arrangements, with two or more 'headmen' on daily wages under him: another maistry should be in charge of the kitchens for feeding dependants.

(*d*) Headmen should be appointed by the Charge officer or any officer of the Public Works Department senior to him and present at the formation of gangs, but they should not be dismissed by any official below the rank of the Charge officer. One of them should, if possible, be an experienced 'departmental hand' whose duty it will be to see to the lock-spitting of the work set out by the Work-agent. His gang of 10 to 20 men should all be intelligent professional labourers, accustomed to that sort of work, and may be paid as class I workers. There must also be a head sweeper in charge of the sweeper gang. A blacksmith and two carpenters are required for the repair of tools and tool-handles and may be classed as 'special.'

(*e*) The clerk and sub-cashiers must be men who can keep accounts in English. They should ordinarily be appointed by the Sub-Divisional officer. The storekeeper should be a respectable, careful man, qualified to keep accounts of all tools and stores not actually in use on the works. The watchmen for the treasure chest and tools should be carefully selected by the Charge officer.

4. As long as there are only three or four separate charges open in a district, one Sub-Divisional officer can look after them unaided; when there are more than that number, he will require the assistance of one or more Public Works Inspectors of the standing of a Public Works Upper Subordinate, whose services will be obtained on indent from the Executive or Superintending Engineer. The Public Works Inspector will act under the orders of the Sub-Divisional officer. It will be his duty to go round his parties in succession, spending three days with each when possible, to correct all faults in organization (especially with regard to the proportion of carriers to diggers), to check the numbers and payments, test the quantity and quality of work, help in aligning new works, and otherwise assist the Sub-Divisional officer. When it is impossible to depute a Public Works subordinate for these duties, a temporary Public Works Inspector will be appointed by the Superintending Engineer, or Chief Engineer ordinarily on a consolidated salary (including travelling allowance) of Rs. 100 to Rs. 150.

5. When the Collector estimates that there are likely to be more than 40,000 persons on public works in a district for a period of not less than three months, the Superintending Engineer should arrange without delay for the constitution of additional sub-divisions. If suitable men from the Public Works Department to take charge of them are not available, the Chief Engineer should apply for the services of junior officers of the Royal Engineers or Indian Army.

II.—Equipment of a Charge.

6. The following will be the first equipment of tools and plant, etc., required for each new charge when the work to be done consists of earth-work :—

Item.	Name of article.	Number required.	Head of accounts chargeable to	Remarks.
1	Mamoties or paras	2,000	Tools and plant ...	Digging tools and baskets are in excess to meet a possible rush of workers.
2	Pick-axes	500	Do. ...	
3	Crowbars	250	Do. ...	
4	Spare handles for all tools	10%	...	
5	Gang flags, white	150	Works	About 2′×1′ and of a triangular shape with number of gangs on the gang flags.
6	Water flags, blue	50	Do.	
7	Conservancy flags, yellow	100	Do.	
8	Recruiting and head-quarters flags, red.	20	Do.	The recruiting flag to be 8′×4′.

Item.	Name of article.	Number required.	Head of accounts chargeable to	Remarks.
9	White cotton arm-bands for headmen.	20	Works	Headmen's arm-bands and gang flags to have the numbers of the gangs (1 to 100) worked on them in red cotton sheeting.
10	Baskets	6,000	Do.	Provision for future supply required.
11	Iron treasure chest	1	Tools and plant ...	For silver coin.
12	Wooden money chest	2	Do. ...	For copper coin.
13	Galvanized iron buckets or pots for drawing water.	20	Do.	
14	Iron tanks or wooden casks on wheels.	10	Do.	
15	Kerosine tins fitted with handles ...	200	Do.	
16	Time-piece	1	Do.	
17	3 feet measuring sticks	100	Do. ...	For gang-headmen.
18	10 do. do. rods	3	Do. ...	For Work-agents.
19	50 do. do. tapes	3	Do. ...	For Work-agents.
20	String for setting out work	1 maund.	Works.	
21	Shelter screens, 6′ × 4′	1,000	Do.	
22	Iron boilers for cooking	10	Tools and plant.	
23	Iron ladles for cooking	10	Do.	Fixed in wooden handles.
24	Bags, netted string, for money ...	10	Works	For rupees.
25	Bags, canvas, about 2′ × 1′	16	Do.	Maistries' wage bags.
26	Bags, dungari cloth about 8′ × 4′ ...	100	Do.	Distributing bags.
27	Twine for above	1 ser.	Do.	
28	Tents, pals, 8′ × 10′	3	Tools and plant ...	For staff, if hutting materials are not readily available.
29	Muster-roll tins, 13″ long, 2″ diameter.	100	Works.	
30	Kitchen tickets, 3″ × 1½″	5,000	Do.	
31	Permanganate of potash	5 lb.	Do.	For disinfecting wells.
32	Forms of accounts	...	Do.	
33	Stationery, head-quarters and maistries, etc.	...	Do.	
34	Copy of the Famine Code and Manual.	1 each.	Do.	
35	Printed extracts from Famine Manual or appendices for Work-agents, maistries, etc.	...	Do.	

NOTE.—The proportion of picks to mamoties will depend upon the nature of the earth; in very soft soil the whole of the digging tools should be mamoties; in stony or very hard soil the number of picks may have to be twice as great or more, and the mamoties will then be proportionately less than above. The Sub-Divisional officer should carefully consider what his wants will be.

7. If the work to be done is stone-breaking, sledge hammers, stone-breaking hammers and a few crowbars may be substituted for nearly all the mamoties. In both road and embankment work a supply of 500 wooden clod-breakers will be required for the weakly workers. These can be made on the spot, but must be ready when the work is started. For road work, iron rammers (or wooden ones made locally) may be substituted for the crowbars and for about 250 of the mamoties. About fifty road templates will also be required and about 500 earthen ro iron watering pots.

8. To provide against a rush on the works, every new charge should have work marked out and a supply of tools sufficient for 10,000 persons when it opens, so that, in the event of a rush, the surplus numbers can be drafted with a supply of tools, etc., on to a new charge on the same work, or to another work opened for the purpose with the Collector's sanction and assistant. If there is no rash during the first ten days or so, tools for 5,000 workers should be kept on the work and the surplus sent to any new work about to open, or any otner work which may be in want of them at the time.

III.—Funds and Supply of Coin.

9. Letters of credit will be obtained by the Executive Engineer from the Accountant-General in the way described in section 245 of the Code. The Sub-Divisional officer will submit his indent for funds to the Executive Engineer in Form D-1. The Sub-Divisional officer will keep the charge officer in funds which should first be made by an imprest advance and subsequently by prompt closing of the imprest account and recoupment at such short and regular intervals as may be necessary. The maximum limit of imprest shall with reference to section 247 of the Code be fixed at Rs. 5,000.

10. The Executive Engineer in consultation with the Collector should select convenient sub-treasuries as paying centres and warn the treasury officer of the probable funds required there during the month. The Sub-Divisional officer should himself start each new charge and determine the amount of imprest to be first made. A few days open work will show how things are going. The Sub-Divisional officer should also keep a careful watch on the daily reports.

11. Each charge should have one iron safe about 2½′ × 2½′ × 1½′ high. There should also be two wooden chests, iron bound and tin-lined, with two hasps and padlocks; size of chest, 2½′ × 2′ × 2′ high. One of them should remain on the work and hold the small coin, the other should be used in transporting money from the treasury. If the chest is not tin-lined, the coins fall through the cracks which occur in green wood.

12. At least three weeks' supply of small coin should be available in local treasuries to begin with. At first it will mostly soak into circulation and disappear, but after a short time it will begin to flow back in exchange for silver: after the works have been going for six or eight weeks the rupee will frequently be at a premium and bazaar-men will then give something more than 16 annas in copper for the silver rupee. With a little tact and arrangement it is possible to induce the local traders to collect and bring in all the copper coins they receive.

IV.—Drinking Water and Disinfecting Water-Supply.

13. To keep the water-supply pure it is necessary to guard all the adjacent wells from contamination for some days before a charge is opened. Some respectable, cleanly, and reliable man of good caste should be selected and made foreman or maistry of the water arrangements. He should have four or five water headmen, a carrier headman, about 20 carriers and the same number of drawers and distributors under him: these men should be chosen with due regard to caste consideration. He will require about 20 iron buckets or pots for drawing, and about 200 kerosine tins for carrying water. This will probably be enough to commence with, but the proportions will differ with the distance of the wells from the work: in any case the staff and plant will probably have to be increased at one time or another. He should be kept supplied with a few two-ounce packets of permanganate of potassium in a tin box.

14. The kerosine tins require to be strengthened with an iron strap round the top and furnished with an iron handle. Half of the top should be cut away and hinged on against to prevent water splashing out. The water maistry should take possession of all wells close to the future work a week or so ahead of the workers, disinfect them at once, fence them round with a light bamboo trellis, and at once put each in charge of a caste man with one or more assistants, and arrange so that these men shall draw water for any one who requires it: *no one else must be allowed to draw water*, or even to come on the well platform. From this time till the workers leave the locality every such well should remain in charge of the same set of men, and they should never allow any other person to dip a *lota* into it, or to stand on the platform.

15. The actual distribution of water is best effected by setting up drinking places at short distances apart. A large wide-mouthed earthen jar, should be set up, a little aslant, on a low mud platform. By the side of it a narrow sheet-iron trough or spout some four feet long should be set up on two stakes, on a slight incline, with the further end about 2 feet above the ground. This trough should invariably be of iron, never of wood. These drinking places should be distributed in the manner most convenient for the workers and close to their work: along a road work it is most convenient to place one at every second furlong and close to the road, but not within 20 feet of it. Similarly with tank works, etc.

16. The jar will be filled from the kerosine tins (earthen pots must never be used) by the water carriers, and by them alone; no one else should touch it. By its side will sit the *brahmin* or *sudra* distributor, and when any one comes for water, he will fill his brass pot, or *lota*, and pour water into the man's jar, or pot, by means of the trough. He must never pour directly into any man's pot or jar, but always into the trough and thence into the jar, placed below the trough and filled from it. It is important to have the trough well above the ground, so that it may not be touched by the jars or splashed from them. It is important to have the trough of iron, because, if it does happen to get infected, it will by rust and heating in the sun almost certainly disinfect itself in a short time. It is important to discourage the practice of drinking direct from the trough, as it may cause infection, and always involves waste of water. Every headman should be told to see that his gang keep themselves well

supplied with earthen pots for the storage of water, and smaller pots for drinking: if they have not got them, they are apt to drink directly from the trough in the day, and to wash, and even drink, at dirty ponds or tanks at night or in the early morning. The large jars should ordinarily be broken up on departure, new ones being purchased at each new place. With a little encouragement local potters bring quantities of earthen pots to the works, and can make the large jars to order. If new jars cannot be obtained, the old ones may be used again, but must first be disinfected with a small charge of permanganate of potassium. The deep red water should stand in them for six hours and then be poured off.

17. Where possible, water-carts should be regularly moved at frequent intervals up and down the works. A *brahman* or *sudra* should distribute the water from these carts.

18. If there are more wells than are required, the unused ones should be guarded, as should also be all doubtful or tainted wells. All wells in use should be disinfected with permanganate of potassium once a week. The permanganate of potassium should be purchased wholesale, ready made up in two-ounce packets, packed 40 in a box, which will thus contain five pounds. The disinfection is done by dissolving a half packet in a kerosine tin full of water; the upper water is then poured into the well and down its sides, some undissolved crystals being left at the bottom of the tin; these must be treated the same way several times till the whole is dissolved. The water in the well will then be of faint pink colour: if it retains that colour after four hours, it has been disinfected. If, however, it turns to a light brown, the well requires a fresh dose, and so on until the water retains a faint pink colour for at least four hours. The disinfection should be done once a week in the evening, preferably on the rest day. If water has to be carried a long distance, it is best carried in casks fitted with brass cocks and loaded two in a cart. Wells should always be used in preference to tanks. All these precautions are of vital importance to the public health.

V.—Market.

19. Every large work should have a small market consisting of two rows of huts made of shelter screens, with a 20 feet roadway between them and a fence of light bamboo trellis round them with openings at the ends of the street. Respectable bazaar-men and traders should be admitted free. The market should be patrolled by a watchman. A list of the prices of the day should be hung up in the market. The quality of the food should be frequently examined, and immediate action taken against any one found selling unsound food. The food-trade on a full-sized famine-relief charge is greater than that in any ordinary small town, and if facilities are given to respectable local traders, they will be careful not to lose them by selling unsound food, or worrying the people with needlessly frequent changes in their prices. The following advantages can be offered, among others, in exchange for fair trading:—a small hut in the market for a shop; free carriage of grain from the nearest mart, if the trader is willing to sell at the current rates of that mart; prompt and free exchange of all his copper into silver paid into the local treasury to his credit. These advantages will ordinarily attract the traders. In exceptional cases requiring exceptional treatment, the Collector will make special arrangements by contract or otherwise.

VI.—Field Hospitals.

20. Medical subordinates deputed to public works are subordinate to the Charge officer, but in professional matters are under the control of the District Medical and Sanitary officer. The Public Works Department should construct field hospitals at sites selected by the District Medical and Sanitary officer, and on a plan approved by him. The plan should be as simple as possible, and so arranged that the whole can be burned down when the structure is abandoned. To enable the patients to escape in the event of fire, one side of the enclosure should be a mud or clod wall, with a gateway in the middle, completely clear of hutting. All the huttings should be whitewashed with a thin mixture of lime and clay, or with clay and cowdung.

21. There should always be a spare hospital ahead of the one in use, so as to be ready for an epidemic. An abandoned hospital should be immediately burned to the ground. If it has held patients suffering from any epidemic disease, the site of the burnt hospital should be sprinkled with about six cubic feet of quicklime sifted evenly over it, the whole being sprinkled over with water until the lime is thoroughly wet.

22. The Charge officer is required to inspect the hospital arrangements at frequent intervals and, where necessary, he will report on them. Sufficient attendants, carriers and others should be supplied to the officer in the medical charge, according to the scale laid down by the District Medical and Sanitary officer in each case. Only so many relatives or personal attendants of the patients should be admitted as the scale laid down by the District Medical and Sanitary officer admits. The hospital water-supply should be worked by its own staff and must be entirely distinct from the general supply for the works.

VII.—Hutting.

23. The workers will ordinarily require very little shelter excepting in the cold weather, or in some districts when the hot winds become dangerous. For shelter there is nothing better practicable on a large scale than screens about 6 feet long by 4½ feet wide made of very open bamboo trellis work, *strongly* tied, and thatched with about one inch thickness of any thatching grass or leaves available. Two such screens will shelter six to eight persons. Every work will have a number of men who can be profitably employed in making screens. It may often prove sufficient to supply the people with the material and allow them to make up their own shelter. The actual provision of shelter should be carefully kept down to the lowest requirements, as the people will absorb and waste it to any extent so long as they have not to pay for it. When shelter becomes necessary, the screens should be given out to headmen of gangs.

24. The officials connected with the works should be hutted in small grass or mat, huts with the walls plastered with mud on the inside, and all other surfaces whitewashed, both inside and out, with a thin wash of clay and lime, in about equal proportions, as a protection against fire. An experiment with a bundle of coarse thatching-grass washed in this way will show the men what an effective protection it is. The huts should be 9′ × 9′ with the ordinary pent roof, prolonged 3′ beyond the door end of the hut. The two roof *tattis* and four wall *tattis* should be made in sections, so that they can be readily dismantled and re-erected. The whitewash and mud plaster should be renewed at intervals. The sides need only be 4′ high; any extra height required can be got by digging out the floor. It may be observed that a hut with a dug-out floor is markedly cooler than one on the ground level with the full height of its walls exposed to the winds. The local staff of each 'charge' should be generally hutted in this way and similar accommodation should be provided for use of Visiting Inspectors or others inspecting the works. The latter huts may be of somewhat larger size and should be situated in positions carefully selected with a view to effective and convenient supervision. A smearing of clay and cowdung on the outside will protect them from being damaged by starving cattle.

VIII.—Conservancy.

25. The conservancy of every hospital should be carried out by its own staff of sweepers under the directions of the officer in medical charge. For the staff of a charge there should be the usual latrine of screens and ditch. On works near a large town there should be similar latrines for workers, but on works not near a large town a line of yellow flags, about 100 yards apart, should be set out on each side of every road work and round every tank or quarry work, and every camp and hospital, and at a distance of not less than 150 yards from the work or camp. The ground within these flags must be kept clean of all nuisances, and a few sweeper patrols should be posted to insist on the workers going at least outside the flags. The people should generally go to the east of the work: but if there is a village near on that side, they should be made to go on the other direction. The police cannot be spared for this work, or advantageously employed on it.

26. The disposal of the dead is an important matter. The workers will not attend to it properly. At every three or four miles of a relief work there should be a burying place for Hindus and another for Muhammadans. The two places should, if possibe, be on some locally accustomed spot: they should be far apart, and neither should be near a village, nor within half a mile of the work. Each should have a small staff.

27. In epidemics it is difficult to find wood enough to burn bodies, but every effort should be made to provide it. If friends are willing to dispose of corpses according to their various customs, they may be assisted with free firewood or ready-dug graves: in other cases the body must be buried. At the police guard or other convenient place, there should be arrangements for the burial, free of charge, of every Hindu body which friends did not bind themselves to burn or otherwise dispose of. For the Muhammadan cemetry there should be one or two grave-diggers, who should keep a certain number of graves ready dug. The graves should be not less than five feet deep, and the dead should be completely and decently covered in. Unclaimed bodies should be taken charge of by the police and buried.

28. If this organization is ready from the first, it can, on the occurrence of an epidemic, be extended to any required extent. If a skeleton organization is not ready beforehand, it cannot be improvised in the rush of an epidemic.

IX.—Organization of Relief Labour.

29. A relief work should be started as follows. The work having been ready marked, the Charge officer and principal men of his staff shoul be on the spot, after having gone through all points of organization. There should be a guard of one constable and four watchmen for the money chest, and to give assistance in other ways. The tools should be kept in an enclosure near the work, a sort of *zariba* with a thorny wall or fence round it, the storekeeper being hutted in it with his note-book of issues and receipts ready by him. Somewhere close to

the tools depot at about 200 yards from the head-quarters camp and the same distance from the work, there should be a large red flag on a tall bamboo; this is called the recruiting flag, and marks the recruiting ground to which new-comers are told to gather together as they arrive; and here the gangs are made up. The early morning is full of work, and therefore gangs are best made up in the forenoon, commencing at about 8 o'clock, the workers being started on the work in the afternoon. While the gangs are being made up, the future gang maistries should be present.

30. The recruiting ground should have in it a clear space 150 feet long by 100 feet wide, lock-spitted into lines of squares 10 feet × 10 feet, divided by paths 5 feet wide, running lengthways from end to end of the space, which should thus contain seven lines of squares separated by six paths: each line contains 15 squares and the whole space 105 squares. All the arrangements should be under the charge of a recruiting maistry. It is the duty of the recruiting maistry to sort all new-comers entitled to admission under section 79 or 115 of the Code into village groups and family groups: a family group, or two or more such groups of fellow-villagers, should be seated in a square, and all the persons from one village in contiguous squares. The relief provided by section 133 of the Code should invariably be given at once to all persons arriving on the work in need of it.

31. The arrangements should be ready by 8 o'clock in the morning, before the Charge officer arrives, and that officer should then proceed as follows. Assuming that the work to be done is earth-work, he should first select about 20 able-bodied men fit to dig, with their families and fellow-villagers, if possible, and if the number of *workers* thus obtained is less than 80, make up the full gang of 80 *workers* from among the odd lots on the ground. The whole gang should then be seated in contiguous squares; class II men (and women, if any) in the front rank; class III men and women behind them; class IV children behind them again; and the dependants in a fourth line of classes IV (*a*) and (*b*) and V (*a*), (*b*) and (*c*), class V (*d*), *i.e.*, children in arms, being with their mothers. The gang should remain seated till registered. A headman for the gang should be selected with due regard to the wishes of the gang, given a badge and flag (each with the gang number worked on it in red cotton sheeting), and posted at one end of his gang. The headman should be an intelligent man, a relief worker and, if possible, chosen from the gang. He should be chosen for his position and faculty of exercising control, but should not be a local *brahmin*, nor a man who has brought a number of persons with the mere object of becoming their headman.

32. In forming the gangs, the provisions of sections 101 and 102 of the Code with regard to new-comers and weekly workers should be, as far as possible, observed. All the persons seated on the ground being thus sorted and provided with headman, the recruiting maistry should then proceed to register them in muster-rolls. The muster-roll forms should be kept and issued by the Charge officer. They should all be stamped with distinguishing numbers in the office of the Executive Engineer, and registers should be kept by that officer, the Sub-Divisional officer and the Charge officer, showing their disposal. When a roll form has been filled in, it should be signed by the Charge officer. The distinguishing number and headman's name of each gang should be noted in the note-books of the Charge officer and the recruiting maistry at once, as also the name of the gang maistry to whom the gang is consigned. As soon as each gang is registered it should be made over to the gang maistry, who should send it under charge of his peon with a slip to the storekeeper to deliver the necessary tools, baskets, etc., to the headman of the gang. The gang maistry is then responsible for the gang and the tools, and must enter a record of them in his note-book. The muster-roll should be given to the headman in a tin box, and he should always keep it by him. After being provided with tools, and, if necessary, with shelter screens, each gang should be marched to its work, and the maistry should then explain to it the work to be done, the method and rates of payment, the regulations as to conservancy, the water and market arrangements, etc., and point out its camping ground if it is to reside on the work.

33. The gang is the basis of all organization, and it must be kept as permanent as possible. It should be kept up to full strength as far as possible, but no one but the Charge officer should admit any new persons into it, and people once formed into a gang should not be allowed to exchange into another without special permission from that officer. As soon as a gang has received its tools, it should be marched on to a previously marked-out piece of work, and it will thereafter be always treated as a unit.

34. Work will ordinarily be begun at 7-30 A.M., and stopped at sunset with a rest from midday till 2 P.M. The headman will muster his gang at 7-30 and again at 2 and members of the gang will be marked as absent unless present at *both* musters.

35. Each Public Works sub-division in the district should have a distinguishing letter for the relief charges opened in it. If more charges have to be opened in a sub-division than the number of letters reserved for it, the extra charges should have distinguishing numbers added to the letters. These distinguishing letters and numbers must never be altered. When a new charge is to be opened, the distinguishing letter of the charge should be settled at once and communicated to the Charge officer with orders to use it in every return, report, account, or letter he writes on that charge.

36. If practicable, a new charge should be opened at the head-quarters of an existing charge. The establishment and equipment should be assembled there, the excess workers of the existing charge transferred to the new, and the new charge then marched on to its own work or works. The organization of the existing charge is thus utilized in giving the new charge a start. The assistance received in this way is so marked that the point is one of great practical importance.

X.—Nature and Systems of work.

37. Relief workers will generally be employed on one of two main descriptions of work, viz., (1) *earth-work* and (2) *stone-breaking*.—They may have to carry out all the operations comprised in '*road-making*' and also other work of a miscellaneous nature, but the first two desrcriptions of work are the most suitable for purposes of relief. Any of these kinds of work may be carried out under either the task-work or the limited piece-work system, the former being best suited to the relief of severe distress.

In the following sections special instructions are given for the method of execution of each of the main descriptions of work under the two systems.

XI.—Task-work.

A. Earth-work.

38. *Classes of soil.*—For purpose of famine-relief soils may be divided as shown below—

(1) *Sand.*
(2) *Soft earth, i.e.*, loose earthy, sandy loam, etc.
(3) *Medium earth, i.e.*, wet clay, soft gravel, red loam, etc.,
(4) *Hard earth, i.e.*, hard red loam, dry stiff clay.
(5) *Hard gravel.*

The excavation of soft or hard rock is not suitable for famine-relief workers as a general rule, but if it has to be done it must be by 'special' gangs.

39. The following (table I) shows—

(1) the quantity of each class of soil that can be excavated by a labourer accustomed to such work in ordinary times;

(2) the *full* class I or '*diggers*' task for a relief worker per working day of 8 hours; and

(3) the '*low*' or reduced task in each case for new-comers.

The '*standard*' or '*full*' digger task is fixed at three fourths of the work commonly done by labourers in ordinary times (see section 103 (*a*) of the Code) while the 'low' task is taken as two-thirds of the full task. In the rare cases when a woman works as a digger, her task would be two-thirds of the class I task (see section 103 (*b*) of the Code).

Table I.—*Diggers' task table.*

Class of soil.	Assumed daily out-turn in ordinary times.	Daily task for men diggers of class I.	
		Full = $\frac{3}{4}$ of 'ordinary.'	Low = $\frac{2}{3}$ of 'full'
	C. FT.	C. FT.	C. FT.
(1) Sand	240	180	120
(2) Soft earth	200	150	100
(3) Medium earth	160	120	80
(4) Hard earth	120	90	60
(5) „ gravel	80	60	40

40. When a gang is first started on work the low task for the particular kind of work should be given, but should be gradually raised after the first week as the workers improve in dexterity (see section 106 of the Code).

41. It will generally be advisable to divide an earth-work gang into sub-gangs with a separate task within that of the whole gang, the ideal organization being by *family groups*.

42. (*a*) All laying out must be done well in advance of the workers, and in a manner to fulfil three objects, viz.,—

(i) to give every one sufficient room to work in;
(ii) to give at least four days' work in the same place, so as to avoid constant moves;
(iii) to admit of measurements being made 'up to date' until completion of the task.

(*b*) The marking out will require an intelligent headman and gang.

43. *Proportion of fillers and helpers.*—The first two soils will generally require a 'helper' to assist the 'digger.' The last three soils will require a 'filler' to assist the digger, to break up clods, fill the baskets and take his turn at digging.

A filler will be classed as a digger or class I.

A helper will be classed as a carrier or class II and will generally be a boy of from 14 to 16.

The following table gives the proper proportions of diggers, helpers and fillers for the different soils :—

TABLE II.—*Proportionate table of diggers, helpers and fillers.*

Number.	Soil.	Class I digger.	Class I filler.	Class II helper	Remarks
1	Sand	1	*Nil*	1	
2	Soft earth	1	*Nil*	1	
3	Medium earth	1	1	*Nil*	Working alternately.
4	Hard earth	2	1	*Nil*	,, ,,
5	,, avel	3	1	*Nil*	,, ,,

44. *Carriers' task or number of carriers required per company of diggers for different soils, leads and lifts.*—The diggers' task being fixed, the question to be solved is to find the minimum number of carriers required for different leads and lifts for a set of diggers who are set to do a task of a certain number of cubic feet per diem.

The following formula suggested by Sir T. Higham has been adopted, viz. :—

D = the diggers' daily task, or quantity of earth to be removed in one day by N carriers in cubic feet.

R = '*reduced lead*' through which the earth has to be carried in feet.

V = total vertical lift in feet.

H = ,, horizontal lead in feet.

C = the measure of the task of an individual carrier.

N = number of carriers required.

Then $R = [72 + H + 12 (V - 3)]$.

$= 36 + H + 12 V$

provided that V is never to be taken as less than 3 feet.

$$D R = N C.$$

$$N C = D (36 + H + 12 V).$$

$$N = \frac{D (36 + H + 12 V).}{C}$$

'*Reduced lead*' is considered as including three separate factors—

(1) the initial effort ;
(2) the horizontal lead; and
(3) the vertical lift.

The initial effort is chiefly the loss of time in each trip by the first carrier in waiting to receive the basket from the filler and the energy exercised in lifting the basket to the head and stepping out of the pit. It is assumed that the time and energy so lost is equivalent to carrying the load through a horizontal lead of 72 feet and also includes a vertical lift of 3 feet. Every foot in excess of 3 feet vertical lift is taken as equal to a horizontal lead of 12 feet.

The measure of the task of an individual carrier is taken as 10,000 on the assumption that a basket contains generally ⅓ cubic foot of earth, and a carrier does about 11-5 miles in a working day—half the time with an empty basket.

45. *Tables of carriers.*—The following tables [tables III (1) to III (5)], show the number of carriers required per digger for different leads and lifts and in different soils. If there should be an excess of *diggers,* the superfluous *diggers* may be employed in carrying, without transfer to a lower class, provided they do the task of 1½ carriers. Conversely, when *carriers* are in excess, some of the more capable may be employed as diggers and given ⅔ a digger's task, still receiving class II wages, or they may be employed in breaking clods, carrying water or other duties incidental to earth-work on a large scale. *Working children* or class III are considered as equal to ½ a carrier.

The tables are worked out for leads in yards (or paces) as being most convenient, and lifts for every 3 feet or 1 yard. To find the number of carriers for any lead and lift not shown in the table, Sir T. Higham's formula may be used or the number of carriers may be interpolated by the table of differences given below each table.

Rule.—To find the number of carriers required for any number of diggers for any lead and lift shown in the table, multiply the number of diggers by the number in the table and take the next whole number—

Example (1)—

Number of diggers, 15—

Soil, medium earth.

Lead, 100 yards; lift, 12 feet.

Table III (3) gives—

Task for 15 diggers = 15 × 120 = 1,800 cubic feet.

Number of fillers required = 15, class I.

Number of carriers required = 15 × 5·76 = 86·4 or 87, class II.

Example (2)—

Number of diggers, 15—

Soil, medium earth.

Lead, 660 yards; lift, 20 feet.

Table III (3) gives—

Number of carriers with 600 yards lead and 21 feet lift	25·06
Add difference for 50 yards lead	1·8
Do. 10 do.	·36
	27·22
Less difference for 1 foot lift	·144
Total carrires for 1 digger = ...	27·076

Therefore number of carriers required for 15 diggers = 27·076 × 15
= 406·140, or say 406.

The tables have been worked out to leads of 1,000 yards and lifts of 42 feet, but can be easily extended, by the tables of differences, to leads and lift required—

Example—

Soil, medium earth.

Lead, 3,000 yards.

Lift, 60 feet.

Table III (3) gives—

The difference for 100 yards lead	3·60
Hence, difference for 2,000 yards	72·00
Also the difference for 3 feet lift	0·432
Hence, difference for 18 feet	2·592
Now the number of carriers required with 1,000 yards lead and 42 feet lift ... ... =	42·48
Add for 2,000 yards lead ... ... =	72·00
Do. 18 feet lift ... ... =	2·592
Total ...	117·072

Hence number of carriers per digger required for 3,000 yards lead and 60 feet lift is 117.

To find the number required by Sir T. Higham's formula—

$$N = \frac{120\,(36 + 3 \times 3{,}000 + 12 \times 60)}{10{,}000} = 117{\cdot}072$$

TABLE III (1).—*Table showing number of carriers required for one digger in sand.* (*Digger's daily task*=180 *cubic feet : one helper of class II allowed per digger*).

Lift in feet.	Lead in yards.																						Lift in feet.
	10	20	30	40	50	60	70	80	90	100	150	200	250	300	350	400	450	500	600	700	800	900	1,000	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
3	1·84	2·38	2·92	3·46	4·00	4·54	5·08	5·62	6·16	6·70	9·40	12·10	14·80	17·50	20·20	22·90	25·60	28·30	33·70	39·10	44·50	49·90	55·30	3
6	2·49	3·03	3·57	4·11	4·65	5·19	5·73	6·27	6·81	7·35	10·05	12·75	15·45	18·15	20·85	23·55	26·25	28·95	34·35	39·75	45·15	50·55	55·95	6
9	3·14	3·68	4·22	4·76	5·30	5·84	6·38	6·92	7·46	8·00	10·70	13·40	16·10	18·80	21·50	24·20	26·90	29·60	35·00	40·40	45·80	51·20	56·60	9
12	3·78	4·32	4·86	5·40	5·94	6·48	7·02	7·56	8·10	8·64	11·34	14·04	16·74	19·44	22·14	24·84	27·54	30·24	35·64	41·04	46·44	51·84	57·24	12
15	4·43	4·97	5·51	6·05	6·59	7·13	7·67	8·21	8·75	9·29	11·99	14·70	17·39	20·09	22·79	25·49	28·19	30·89	36·29	41·69	47·09	52·49	57·89	15
18	5·08	5·62	6·16	6·70	7·24	7·78	8·32	8·86	9·40	9·94	12·64	15·34	18·04	20·74	23·44	26·14	28·84	31·54	36·94	42·34	47·74	53·14	58·54	18
21	5·73	6·27	6·81	7·35	7·89	8·43	8·97	9·51	10·05	10·59	13·29	15·99	18·68	21·39	24·09	26·79	29·49	32·19	37·59	42·99	48·39	53·79	59·19	21
24	6·38	6·92	7·47	8·00	8·54	9·08	9·62	10·16	10·70	11·24	13·94	16·64	19·34	22·04	24·74	27·44	30·14	32·84	38·24	43·64	49·04	54·44	59·84	24
27	7·02	7·56	8·10	8·64	9·18	9·72	10·26	10·80	11·34	11·88	14·58	17·28	19·98	22·68	25·38	28·08	30·78	33·48	38·88	44·28	49·68	55·08	60·48	27
30	7·67	8·21	8·75	9·29	9·83	10·37	10·91	11·45	12·00	12·53	15·23	17·93	20·63	23·33	26·03	28·73	31·43	34·13	39·53	44·93	50·33	55·73	61·13	30
33	8·32	8·86	9·40	9·94	10·48	11·02	11·56	12·10	12·64	13·18	15·87	18·58	21·28	23·98	26·68	29·38	32·08	34·78	40·18	45·58	50·98	56·38	61·78	33
36	8·97	9·51	10·05	10·59	11·13	11·67	12·21	12·75	13·29	13·83	16·52	19·23	21·92	24·63	27·33	30·04	32·73	35·43	40·82	46·23	51·63	57·03	62·43	36
39	9·61	10·16	10·70	11·24	11·77	12·32	12·86	13·40	13·94	14·48	17·18	19·88	22·57	25·28	27·98	30·68	33·38	36·08	41·48	46·88	52·28	57·68	63·08	39
42	10·26	10·80	11·34	11·88	12·42	12·96	13·50	14·04	14·58	15·12	17·82	20·52	23·22	25·92	28·62	31·32	34·02	36·72	42·12	47·52	52·92	58·32	63·72	42

Difference—lead, 10 yards = 0·54 | Lift 3 feet = 0·648
Do. 50 ,, = 2·70 | Do. 2 ,, = 0·432
Do. 100 ,, = 5·40 | Do. 1 foot = 0·216

TABLE III (2).—*Table showing number of carriers required for one digger in* soft earth. (*Digger's daily task*=150 *cubic feet : one helper of class II allowed per digger*).

Lift in feet.	Lead in yards.																						Lift in feet.
	10	20	30	40	50	60	70	80	90	100	150	200	250	300	350	400	450	500	600	700	800	900	1,000	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
3	1·53	1·98	2·43	2·88	3·33	3·78	4·23	4·68	5·13	5·58	7·83	10·08	12·33	14·58	16·83	19·08	21·33	23·58	28·08	32·58	37·08	41·58	46·08	3
6	2·07	2·52	2·97	3·42	3·87	4·32	4·77	5·22	5·67	6·12	8·37	10·62	12·87	15·12	17·37	19·62	21·87	24·12	28·62	33·12	37·62	42·12	46·62	6
9	2·61	3·06	3·51	3·96	4·41	4·86	5·31	5·76	6·21	6·66	8·91	11·16	13·41	15·66	17·91	20·16	22·41	24·66	29·16	33·66	38·16	42·66	47·16	9
12	3·15	3·60	4·05	4·50	4·95	5·40	5·85	6·30	6·75	7·20	9·45	11·70	13·95	16·20	18·45	20·70	22·95	25·20	29·70	34·20	38·70	43·20	47·70	12
15	3·69	4·14	4·59	5·04	5·49	5·94	6·39	6·84	7·29	7·74	9·99	12·24	14·49	16·74	18·99	21·24	23·49	25·74	30·24	34·74	39·24	43·74	48·24	15
18	4·23	4·68	5·13	5·58	6·03	6·48	6·93	7·38	7·83	8·28	10·53	12·78	15·03	17·28	19·53	21·78	24·03	26·28	30·78	35·28	39·78	44·28	48·78	18
21	4·77	5·22	5·67	6·12	6·57	7·02	7·47	7·92	8·37	8·82	11·07	13·32	15·57	17·82	20·07	22·32	24·57	26·82	31·32	35·82	40·32	44·82	49·32	21
24	5·31	5·76	6·21	6·66	7·11	7·56	8·01	8·46	8·91	9·36	11·61	13·86	16·11	18·36	20·61	22·86	25·11	27·36	31·86	36·36	40·86	45·36	49·86	24
27	5·85	6·30	6·75	7·20	7·65	8·10	8·55	9·00	9·45	9·90	12·15	14·40	16·65	18·90	21·15	23·40	25·65	27·90	32·40	36·90	41·40	45·90	50·40	27
30	6·39	6·84	7·29	7·74	8·19	8·64	9·09	9·54	9·99	10·44	12·69	14·94	17·19	19·44	21·69	23·95	26·19	28·44	32·94	37·44	41·94	46·44	50·94	30
33	6·93	7·38	7·83	8·28	8·73	9·18	9·63	10·08	10·53	10·98	13·23	15·48	17·73	19·98	22·23	24·48	26·73	28·98	33·48	37·98	42·48	46·98	51·48	33
36	7·47	7·92	8·37	8·82	9·27	9·72	10·17	10·62	11·07	11·52	13·77	16·02	18·27	20·52	22·77	25·02	27·27	29·52	34·02	38·52	43·02	47·52	52·02	36
39	8·01	8·46	8·91	9·36	9·81	10·26	10·71	11·16	11·61	12·06	14·31	16·56	18·81	21·06	23·31	25·56	27·81	30·06	34·56	39·06	43·56	48·06	52·56	39
42	8·55	9·00	9·45	9·90	10·35	10·80	11·25	11·70	12·15	12·60	14·85	17·10	19·35	21·60	23·85	26·10	28·35	30·60	35·10	39·60	44·10	48·60	53·10	42

Difference—lead, 10 yards = 0·45	Lift 3 feet = 0·54
Do. 50 ,, = 2·25	Do. 2 ,, = 0·36
Do. 100 ,, = 4·50	Do. 1 foot = 0·18

TABLE III (3).—*Table showing number of carriers required for one digger in* medium earth. *(Digger's daily task*=120 *cubic feet : one filler of class I allowed per digger.*

Lift in feet.	Lead in yards.																							Lift in feet.
	10	20	30	40	50	60	70	80	90	100	150	200	250	300	350	400	450	500	600	700	800	900	1,000	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
3	1·224	1·58	1·94	2·30	2·66	3·02	3·38	3·74	4·10	4·46	6·26	8·06	9·86	11·66	13·46	15·26	17·06	18·86	22·46	26·06	29·66	33·26	36·86	3
6	1·66	2·02	2·38	2·74	3·10	3·46	3·82	4·18	4·54	4·90	6·70	8·50	10·50	12·10	13·90	15·70	17·50	19·30	22·90	26·50	30·10	33·73	37·30	6
9	2·09	2·45	2·81	3·17	3·53	3·89	4·25	4·61	4·97	5·33	7·13	8·93	10·73	12·53	14·33	16·13	17·93	19·73	23·33	26·93	30·53	34·13	37·73	9
12	2·52	2·88	3·24	3·60	3·96	4·32	4·68	5·04	5·40	5·76	7·56	9·36	11·16	12·96	14·76	16·56	18·36	20·16	23·76	27·36	30·96	34·56	38·16	12
15	2·95	3·31	3·67	4·03	4·39	4·75	5·11	5·47	5·83	6·19	7·99	9·79	11·59	13·39	15·19	16·99	18·79	20·59	24·19	27·79	31·39	34·99	38·59	15
18	3·38	3·74	4·10	4·46	4·82	5·18	5·54	5·90	6·26	6·62	8·42	10·22	12·02	13·82	15·62	17·42	19·22	21·02	24·62	28·22	31·82	35·42	39·02	18
21	3·82	4·18	4·54	4·90	5·26	5·62	5·98	6·34	6·70	7·66	8·86	10·66	12·46	14·26	16·06	17·86	19·66	21·46	25·06	28·66	32·26	35·86	39·46	21
24	4·25	4·61	4·97	5·33	5·69	6·05	6·41	6·77	7·13	7·49	9·29	11·09	12·89	14·69	16·49	18·29	20·09	21·89	25·49	29·09	32·69	36·29	39·89	24
27	4·68	5·04	5·40	5·76	6·12	6·48	6·84	7·20	7·56	7·92	9·72	11·52	13·32	15·12	16·92	18·72	20·52	22·32	25·92	29·52	33·12	36·72	40·32	27
30	5·11	5·47	5·83	6·19	6·55	6·91	7·27	7·63	7·99	8·35	10·15	11·95	13·75	15·55	17·35	19·15	20·95	22·75	26·35	29·95	33·55	37·15	40·75	30
33	5·54	5·90	6·26	6·62	6·98	7·34	7·70	8·06	8·42	8·78	10·58	12·38	14·18	15·98	17·78	19·58	21·38	23·18	26·78	30·38	33·98	37·58	41·18	33
36	5·98	6·34	6·70	7·06	7·42	7·78	8·14	8·50	8·86	9·22	11·02	12·82	14·62	16·42	18·22	20·02	21·82	23·62	27·22	30·82	34·42	38·02	41·62	36
39	6·41	6·77	7·13	7·49	7·85	8·21	8·57	8·93	9·29	9·65	11·45	13·25	15·05	16·85	18·65	20·45	22·25	24·05	27·65	31·25	34·85	38·45	42·05	39
42	6·84	7·20	7·56	7·92	8·28	8·64	9·00	9·36	9·72	10·08	11·88	13·68	15·48	17·28	19·08	20·88	22·68	24·48	28·08	31·68	35·28	38·88	42·48	42

Difference—lead, 10 yards	= 0·36	Lift, 3 feet	= 0·432
Do. 50 ,,	= 1·80	Do. 2 ,,	= 0·288
Do. 100 ,,	= 3·60	Do. 1 foot	= 0·144

TABLE III (4).—*Table showing number of carriers required for one digger in* hard earth. *(Digger's daily task*=90 *cubic feet* : ½ *a filler of class* **I** *allowed per digger.)*

Lift in feet.	Lead in yards.																						Lift in feet.
	10	20	30	40	50	60	70	80	90	100	150	200	250	300	350	400	450	500	600	700	800	900	1,000	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
3	0·92	1·19	1·46	1·73	2·00	2·27	2·54	2·81	3·08	3·35	4·70	6·05	7·40	8·75	10·10	11·45	12·80	14·15	16·85	19·55	22·25	24·95	27·65	3
6	1·24	1·51	1·78	2·05	2·32	2·59	2·86	3·13	3·40	3·67	5·02	6·37	7·72	9·07	10·42	11·77	13·12	14·47	17·17	19·87	22·57	25·27	27·97	6
9	1·57	1·84	2·11	2·38	2·65	2·92	3·19	3·46	3·73	4·00	5·35	6·70	8·05	9·40	10·75	12·10	13·45	14·80	17·50	20·20	22·90	25·60	28·30	9
12	1·89	2·16	2·43	2·70	2·97	3·24	3·51	3·78	4·05	4·32	5·67	7·02	8·37	9·72	11·07	12·42	13·77	15·12	17·82	20·52	23·22	25·92	28·62	12
15	2·21	2·48	2·75	3·02	3·29	3·56	3·83	4·10	4·37	4·64	5·99	7·34	8·69	10·04	11·39	12·74	14·09	15·44	18·14	20·84	23·54	26·24	28·94	15
18	2·54	2·81	3·08	3·35	3·62	3·89	4·16	4·43	4·70	4·97	6·32	7·67	9·02	10·37	11·72	13·07	14·42	15·77	18·47	21·17	23·87	26·57	29·27	18
21	2·86	3·13	3·40	3·67	3·94	4·21	4·48	4·75	5·02	5·29	6·64	7·99	9·34	10·69	12·04	13·39	14·74	16·09	18·79	21·49	24·19	26·89	29·59	21
24	3·19	3·46	3·73	3·99	4·27	4·54	4·81	5·08	5·35	5·62	6·97	8·32	9·67	11·02	12·37	13·72	15·07	16·42	19·12	21·82	24·52	27·22	29·92	24
27	3·51	3·78	4·05	4·32	4·59	4·86	5·13	5·40	5·67	5·94	7·29	8·64	9·99	11·34	12·69	14·04	15·39	16·74	19·44	22·14	24·84	27·54	30·24	27
30	3·83	4·10	4·37	4·64	4·91	5·18	5·45	5·72	5·99	6·26	7·61	8·96	10·31	11·66	13·01	14·36	15·71	17·06	19·76	22·46	25·16	27·86	30·56	30
33	4·16	4·43	4·70	4·97	5·24	5·51	5·78	6·05	6·32	6·59	7·94	9·29	10·64	11·99	13·34	14·69	16·04	17·39	20·09	22·79	25·49	28·19	30·89	33
36	4·48	4·75	5·02	5·29	5·56	5·83	6·10	6·37	6·64	6·91	8·26	9·61	10·96	12·31	13·66	15·01	16·36	17·71	20·41	23·11	25·81	28·51	31·21	36
39	4·81	5·08	5·35	5·62	5·89	6·16	6·43	6·70	6·97	7·24	8·59	9·94	11·29	12·64	13·99	15·34	16·69	18·04	20·74	23·44	26·14	28·84	31·54	39
42	5·13	5·40	5·67	5·94	6·21	6·48	6·75	7·02	7·29	7·56	8·91	10·26	11·61	12·96	14·31	15·66	17·01	18·36	21·06	23·76	26·46	29·16	31·86	42

Difference—lead, 10 yards	= 0·27	Lift, 3 feet	= 0·324
Do. 50 ,,	= 1·35	Do. 2 ,,	= 0·216
Do. 100 ,,	= 2·70	Do. 1 foot	= 0·108

Table III (5).—*Table showing number of carriers required for one digger in* hard gravel. (*Digger's task* = 60 *cubic feet* : $\frac{1}{3}$ *of a filler of class I allowed per digger.*)

Lift in feet.	Lead in yards.																							Lift in feet.
	10	20	30	40	50	60	70	80	90	100	150	200	250	300	350	400	450	500	600	700	800	900	1,000	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
3	0·61	0·79	0·97	1·15	1·33	1·51	1·69	1·87	2·05	2·23	3·13	4·03	4·93	5·83	6·73	7·63	8·53	9·43	11·23	13·03	14·83	16·63	18·43	3
6	0·83	1·01	1·19	1·37	1·55	1·73	1·91	2·09	2·27	2·45	3·35	4·25	5·15	6·05	6·95	7·85	8·75	9·65	11·45	13·25	15·05	16·85	18·65	6
9 ...	1·04	1·22	1·40	1·58	1·76	1·94	2·12	2·30	2·48	2·66	3·56	4·46	5·36	6·26	7·16	8·06	8·96	9·86	11·88	13·46	15·26	17·06	18·86	9
12	1·26	1·44	1·62	1·80	1·98	2·16	2·34	2·52	2·70	2·88	3·78	4·68	5·58	6·48	7·38	8·28	9·18	10·08	12·09	13·68	15·48	17·28	19·08	12
15	1·47	1·65	1·83	2·01	2·19	2·37	2·55	2·73	2·91	3·09	3·99	4·89	5·79	6·69	7·59	8·49	9·39	10·29	11·88	13·89	15·69	17·49	19·29	15
18	1·69	1·87	2·05	2·23	2·41	2·59	2·77	2·95	3·13	3·31	4·21	5·11	6·01	6·91	7·81	8·71	9·61	10·51	12·31	14·11	15·91	17·71	19·51	18
21	1·91	2·09	2·27	2·45	2·63	2·81	2·99	3·17	3·35	3·53	4·43	5·33	6·23	7·13	8·03	8·93	9·83	10·73	12·53	14·33	16·13	17·93	19·73	21
24	2·12	2·30	2·48	2·66	2·84	3·02	3·20	3·38	3·56	3·74	4·64	5·54	6·44	7·34	8·24	9·14	10·04	10·94	12·74	14·54	16·34	18·14	19·94	24
27	2·34	2·52	2·70	2·88	3·06	3·24	3·42	3·60	3·78	3·96	4·86	5·76	6·66	7·56	8·46	9·36	10·26	11·16	12·96	14·76	16·56	18·36	20·16	27
30	2·55	2·73	2·91	3·09	3·27	3·45	3·63	3·81	3·99	4·17	5·07	5·97	6·87	7·77	8·67	9·57	10·47	11·37	13·17	14·97	16·77	18·57	20·37	30
33	2·77	2·95	3·13	3·31	3·49	3·67	3·85	4·03	4·21	4·39	5·29	6·19	7·09	7·99	8·89	9·79	10·69	11·59	13·39	15·19	16·99	18·79	20·59	33
36	2·99	3·17	3·35	3·53	3·71	3·89	4·07	4·25	4·43	4·61	5·51	6·41	7·31	8·21	9·11	10·01	10·91	11·81	13·61	15·41	17·21	19·01	20·81	36
39	3·20	3·38	3·56	3·74	3·92	4·10	4·28	4·46	4·64	4·82	5·72	6·62	7·52	8·42	9·32	10·22	11·12	12·02	13·82	15·62	17·42	19·22	21·02	39
42	3·42	3·60	3·78	3·96	4·14	4·32	4·50	4·68	4·86	5·04	5·94	6·84	7·74	8·64	9·54	10·44	11·34	12·24	14·04	15·84	17·64	19·44	21·24	42

Difference—lead, 10 yards = 0·18 | Lift, 3 feet = 0·216
Do. 50 „ = 0·90 | Do. 2 „ = 0·144
Do. 100 „ = 1·80 | Do. 1 foot = 0·072

This table might be extended to 5,000 yards by the table of differences.

B.—Stone-breaking.

46. For purposes of famine-relief work stone is divided into three classes with reference to the labour required for breaking it into metal

(1) Easy; (2) Medium; and (3) Hard

The breaking task will vary with the class of stone and the 'lead' the latter being taken as the sum of the distances that the stone has to be carried before or after breaking.

47. The following table (table IV) shows the daily 'full' task for each class of worker and each description of stone for leads up to 5,000 yards.

The 'low' task for new-comers is not shown separately, but should not be less than two-thirds of the full task :—

TABLE IV.—*Task table for Stone-breaking*

(Class I—1½ II—3 III.)

Lead in yards.	Easy.			Medium.			Hard.		
	Class I.	Class II.	Class III.	Class I.	Class II.	Class III.	Class I.	Class II.	Class III.
	C. FT.	C. FT.	C. FT.	C. FT.	C. FT.	C. FT.	C. FT.	C. FT.	C. FT.
0	7·50	5·00	2·50	6·75	4·50	2·25	6·00	4·00	2·00
0 to 10	6·42	4·28	2·14	5·79	3·86	1·93	5·13	3·42	1·71
25	6·33	4·22	2·11	5·70	3·80	1·90	4·95	3·30	1·65
50	6·18	4·12	2·06	5·55	3·70	1·85	4·71	3·14	1·57
100	5·88	3·92	1·96	5·28	3·52	1·76	4·47	2·98	1·49
200	5·37	3·58	1·79	4·83	3·22	1·61	4·29	2·86	1·43
300	4·98	3·32	1·66	4·44	2·96	1·48	3·96	2·64	1·32
400	4·59	3·06	1·53	4·14	2·76	1·36	3·66	2·44	1·22
500	4·29	2·86	1·43	3·87	2·58	1·29	3·42	2·28	1·14
600	4·02	2·68	1·34	3·63	2·42	1·21	3·21	2·14	1·07
700	3·78	2·52	1·26	3·39	2·26	1·13	3·03	2·02	1·01
800	3·57	2·38	1·19	3·21	2·14	1·07	2·85	1·90	·95
900	3·36	2·24	1·12	3·03	2·02	1·01	2·70	1·80	·90
1,000	3·18	2·12	1·06	2·85	1·90	·95	2·55	1·70	·85
1,100	3·03	2·06	1·01	2·73	1·82	·91	2·43	1·62	·81
1,200	2·91	1·94	·97	2·61	1·74	·87	2·34	1·56	·78
1,300	2·79	1·86	·93	2·52	1·68	·84	2·22	1·44	·74
1,400	2·67	1·78	·89	2·40	1·60	·80	2·13	1·42	·71
1,500	2·55	1·70	·85	2·28	1·52	·76	2·04	1·36	·68
1,600	2·46	1·64	·82	2·22	1·48	·74	1·98	1·32	·66
1,700	2·37	1·58	·79	2·13	1·42	·71	1·89	1·26	·63
1,800	2·28	1·52	·76	2·04	1·36	·68	1·83	1·22	·61
1,900	2·19	1·46	·73	1·98	1·32	·66	1·74	1·16	·58
2,000	2·10	1·40	·70	1·89	1·26	·63	1·68	1·12	·56
2,100	2·04	1·36	·68	1·83	1·22	·61	1·62	1·08	·54
2,200	1·98	1·32	·66	1·77	1·18	·59	1·59	1·06	·53
2,300	1·92	1·28	·64	1·74	1·16	·58	1·53	1·02	.51
2,400	1·86	1·24	·62	1·68	1·12	·56	1·50	1·00	·50
2,500	1·80	1·20	·60	1·62	1·08	·54	1·44	·96	·48
2,600	1·74	1·16	·58	1·56	1·04	·52	1·38	·92	·46
2,700	1·68	1·12	·56	1·50	1·00	·50	1·35	·90	·45
2,800	1·62	1·08	·54	1·47	·98	·49	1·32	·88	·44
2,900	1·59	1·06	·53	1·44	·96	·48	1·29	·86	·43
3,000	1·56	1·04	·52	1·41	·94	·47	1·26	·84	·42
3,100	1·53	1·02	·51	1·38	·92	·46	1·23	·82	·41
3,200	1·50	1·00	·50	1·35	·90	·45	1·20	·80	·40
3,300	1·47	·98	·49	1·32	·88	·44	1·17	·78	·39
3,400	1·44	·96	·48	1·29	·86	·43	1·14	·76	·38
3,500	1·41	·94	·47	1·26	·84	·42	1·11	·74	·37
3,600	1·38	·92	·46	1·23	·82	·41	1·08	·72	·36
3,700	1·35	·90	·45	1·20	·80	·40	1·05	·70	·35
3,800	1·32	·88	·44	1·17	·78	·39	1·02	·68	·34
3,900	1.29	·86	·43	1·14	·76	·38	1·005	·670	·335
4,000	1·26	·84	·42	1·11	·74	·37	·99	·66	·33
4,100	1·23	·82	·41	1·08	·72	·36	·975	·650	·325
4,200	1·20	·80	·40	1·065	·710	·355	·96	·64	·32
4,300	1·17	·78	·39	1·05	·70	·35	·945	·630	·315
4,400	1·14	·76	·38	1·035	·690	·345	·93	·62	·31
4,500	1·125	·750	·375	1·02	·68	·34	·915	·610	·305
4,600	1·11	·74	·37	1·005	·670	·335	·90	·60	·30
4,700	1·095	·730	·365	·99	·66	·33	·885	·590	·295
4,800	1·08	·72	·36	·975	·650	·325	·87	·58	·29
4,900	1·065	·710	·355	·96	·64	·32	·855	·570	·285
5,000	1·05	·70	·35	·945	·630	·315	·84	·56	·28

48. In the above tables the stone is taken as easy to procure. If not so, separate special or class I gangs, according to difficulty, must be employed to quarry it, at a task of from 30 c. ft. to 40 c. ft. per class I worker according to the nature of the stone.

Example.—A gang of 80 workers consists of—

Class.		
I	...	20
II	...	50
III	...	10

Lead 400 yards; stone 'easy'.

$$\text{Task for gang} = \begin{cases} 20 \times 4{\cdot}59 = 91{\cdot}80 \\ 50 \times 3{\cdot}06 = 153{\cdot}00 \\ 10 \times 1{\cdot}53 = 15{\cdot}30 \end{cases}$$

Total ... 260·10, say 260 c.ft.

49. The above tables are based on the following hypotheses:—

Breaking.—A 'breaker,' *i.e.*, a class I worker, can break—

7·5 cubic feet of 'easy' stone,
6·75 „ of 'medium' stone (or 90 *per cent.* of 'easy'),
6 „ of 'hard' stone (or 80 *per cent.* of 'easy'),

when the stone is stacked ready at hand. This is the 'standard task' for breakers.

Carrying.—A 'carrier,' *i.e.*, a class II worker, can carry $\frac{1}{3}$ cubic foot of stone at the rate of 60 yards per minute, and work for seven hours out of the eight allotted for work each day. This is the 'standard task' for carriers. Five minutes is allowed in each trip for the actual *collection* of the stone.

Example.—Easy stone; lead 200 yards.

Total distance travelled = 400 yards.

Time taken at 60 yards per minute is $\frac{400}{60} = 6{\cdot}66$ minutes.

Adding five minutes for collection, the total time occupied per trip = 11·66 minutes.

The number of trips made in seven hours is $\frac{7 \times 60}{11{\cdot}66} = 36$.

Total quantity carried $= \frac{36}{3} = 12$ cubic feet.

i.e., one carrier (class II) carries 12 cubic feet in the day.

Now the number of breakers (class I) required to break this quantity at 7·5 cubic feet per unit $= \frac{12}{7{\cdot}5}$ or 1·6,

i.e., 1·6 breaker and one carrier between them account for 12 cubic feet;

hence, putting the carrier in terms of the breaker, the task per breaker is $\frac{12}{1{\cdot}6 + {\cdot}66}$

$= \frac{12}{2{\cdot}26} = 5{\cdot}30$ cubic feet.

Under section 103 (*b*) of the Code the corresponding task for classes II and III will be $\frac{2}{3}$ and $\frac{1}{3}$ of this quantity, respectively.

From these data may be evolved the following simple formula from which the task for any intermediate lead not given in the table can be calculated:—

Task in 'easy' stone per breaker $= \frac{6{,}300}{L + 970}$ cubic feet (where L = the lead in yards).

For the other two classes of stone the task will be 90 *per cent.* and 80 *per cent.* of this, respectively.

50. The following table (table V) gives the number of carriers (class II) required per breaker (class I):—

TABLE V.

Lead in yards.	Carriers per breaker. Easy.	Medium.	Hard.	Lead in yards.	Carriers per breaker. Easy.	Medium.	Hard.
50	·4	·3	·2	1,300	2·6	2·3	2·0
100	·5	·4	·3	1,400	2·8	2·5	2·1
200	·6	·5	·4	1,500	3·0	2·7	2·3
300	·8	·7	·6	1,600	3·2	2·8	2·4
400	1·0	·9	·7	1,700	3·4	3·0	2·6
500	1·2	1·0	·8	1,800	3·6	3·2	2·7
600	1·4	1·2	1·0	1,900	3·8	3·4	2·9
700	1·6	1·4	1·2	2,000	4·0	3·5	3·0
800	1·7	1·5	1·3	2,100	4·2	3·7	3·2
900	1·8	1·6	1·4	2,200	4·4	3·9	3·3
1,000	2·0	1·75	1·5	2,300	4·6	4·0	3·5
1,100	2·2	2·0	1·7	2,400	4·8	4·2	3·6
1,200	2·4	2·1	1·8	2,500	5·0	4·4	3·8

Lead in yards.	Carriers per breaker.			Lead in yards.	Carriers per breaker.		
	Easy.	Medium.	Hard.		Easy.	Medium.	Hard.
2,600	5·2	4·5	3·9	3,900	7·3	6·6	5·9
2,700	5·4	4·7	4·1	4,000 ...	7·5	6·75	6·0
2,800	5·6	4·9	4·2	4,100	7·6	6·9	6·2
2,900	5·8	5·1	4·4	4,200	7·8	7·0	6·3
3,000	6·0	5·25	4·5	4,300	7·9	7·2	6·5
3,100	6·1	5·4	4·7	4,400	8·1	7·4	6·6
3,200	6·3	5·5	4·8	4,500	8·2	7·5	6·8
3,300	6·4	5·7	5·0	4,600 ...	8·4	7·7	6·9
3,400	6·6	5·9	5·1	4,700	8·5	7·8	7·1
3,500	6·7	6·0	5·3	4,800	8·7	8·0	7·2
3,600	6·9	6·2	5·4	4,900	8·8	8·1	7·4
3,700	7·0	6·3	5·6	5,000	9·0	8·25	7·5
3,800	7·2	6·5	5·7	...	...	...	...

NOTE.—These figures are obtained by dividing the 'standard task' by the quantity carried in each case. The latter may be represented by the expression $\frac{4,200}{L+150}$ (where L = the lead in yards) from which the figures for any intermediate lead not given in this table can be calculated.

51. To find the number of carriers required per breaker for any lead multiply the number of breakers by the corresponding number in table V and the nearest whole number gives the carriers required.

Example.—Taking the same gang as in paragraph 48 with lead at 400 yards, the whole task for the gang = 260 cubic feet.

The number of breakers required for this quantity = $\frac{260}{7·5}$ = 34·6, or say 34.

The number of carriers required will then be 34 = 1·0 = 34.

As there are 20 class I in the gang 14 breakers have to be formed from other classes.

A class II worker being only = $\frac{2}{3}$ of a breaker, $\frac{3}{2} \times 14$, or say 21 class II will be required.

This leaves 29 class II and 10 class III as carriers; but as a class III worker is only = $\frac{1}{2}$ a carrier, this gives the required number.

The arrangement will then be 10 class I and 21 class II to break; 29 class II and 10 class III to carry.

52. The broken metal should be heaped in stacks 6 feet wide at the bottom, 4 feet at the top and 2 feet high, which gives 10 cubic feet to the running foot. The day's work of each gang should form a separate stack and should be marked with the number of the gang and the date with tar or whitewash on a flat-stone or a peg. The day's task for the gang should be marked out by the headman with sticks and twine and each maistry should be provided with a light template to gauge the dimensions of the stacks and facilitate measurement. When the metal is to be stacked ready for use alongside the road, it should be arranged at regular intervals according to the estimated requirements of the road.

C.—*Road-making.*

53. This is not a suitable form of work for famine labour as owing to the variety of inter-dependent work involved it does not admit of automatic tasking on the digger-carrier principle. The only satisfactory method of tasking is to arrange the gang in suitable proportions as described below evolving a task per unit from the total quantity of work that a gang so arranged is able to do.

54. Road-making may take the form of—

(1) spreading metal and consolidating, with finishing coat of gravel, or
(2) spreading gravel and consolidating.

(1) *Spreading metal and consolidating with top-dressing gravel.*

55. The average number of workers in a gang being taken as 80, the standard gang for road-making should be formed in the following proportions:—

Class.		
I	24	= 168, class III, units.
II	40	
III	16	

56. The metal and gravel being assumed as stacked along the roadside, the work may be divided into four distinct operations, viz. :—

(1) picking up the surface 3 inches deep, sectioning to template, watering and ramming;

(2) laying first coat of metal 3 inches thick, blinding with ½ inch of gravel, watering and ramming;

(3) laying second coat of metal 3 inches thick, mixed with ⅓ its bulk of gravel, watering and ramming; and

(4) laying top-dressing of ½ inch gravel, watering and ramming.

57. For the first operation the gang should be formed as under—

First operation.

Classes.	Picking up surface (picks).	Forming surface to section (mamoties).	Helping headman with template.	Ramming.	Breaking clods, removing large stones, etc.	Watering.	Total numbers.
I	12	4	2	6	...	...	24
II	...	...	...	6	18	16	40
III	...	...	...	...	16	...	16
Total ...	...	...	...	...	...	...	80

58. For the second and third operations the gang should be formed as under—

Second and Third operations.

Classes.	Filling baskets.	Spreading metal and gravel.	Ramming.	Watering.	Carrying metal and gravel.	Breaking clods, etc.	Total numbers.
I	4	4	16	...	...	...	24
II	...	...	...	16	12	12	40
III	...	...	...	...	16	...	16
Total ...	...	...	...	...	...	...	80

59. For the fourth operation the quantity of material to be carried and spread is much less, while more watering and ramming is required. The gang should therefore be formed as under—

Fourth operation.

Classes.	Filling baskets.	Spreading gravel.	Helping headman with template.	Ramming.	Watering.	Carrying gravel.	Total numbers.
I	3	3	2	16	...	...	24
II	...	...	...	12	24	4	40
III	...	...	...	...	...	16	16
Total ...	...	...	...	...	...	...	80

60. The proper task for a gang constituted as above is 100 running feet of 15 feet road per day for either of the four operations or 25 running feet of completed road per day.

The task *per class III unit* would therefore be—

$\frac{100 \times 15}{168} = 8 \cdot 9$, or, say 9 square feet,

and the task for all classes as in the following table :—

TABLE VI.—*Metalling road, 6 inches thick.*

Class.	Task. SQ. FT.
I	27
II	18
III	9

61. Any deviation from the proportions of the classes and the distribution described above will render these tasks inapplicable.

If water has to be brought from a distance and the numbers provided for carrying water prove insufficient, one or more gangs must be put on specially to carry water, to supplement the water of the road-making gangs.

Taking the average length of road completed by one gang as 100 feet in four days, a gang will do a furlong in a month : eight gangs a mile and 24 gangs three miles.

Special finishing gangs should be deputed to follow on behind road-making gangs and repair the portions opened to traffic until they become thoroughly consolidated.

(2) *Spreading gravel and consolidating.*

62. In forming gravelled roads the gravel is generally laid 12 inches thick and the same procedure as for metalled roads will be followed, the second, third and fourth operations being to lay successive layers of gravel 4 inches thick, water and ram.

63. The gangs should be formed in the same way as for metalled roads and the task will be as under—

TABLE VII.—*Gravelling road, 12 inches thick.*

Class.	Task. SQ. FT.
I	30
II	20
III	10

D.—Miscellaneous Work.

(1) *Carrying materials.*

64. It may often be necessary to carry metal and stack it along the roadside, and the following tasks of head-loads are provided.

The recognized cooly load nearly all over India is 50 lb. Three-fourths or 37·5 lb., say 35 lb., would be the load of a class I worker ; 25 lb., the load of a class II worker ; 12 lb., the load of a class III worker.

The load of a class II worker at 75 lb., per cubic foot of metal or ballast $= \frac{1}{3}$ cubic foot, which is about the capacity of an ordinary basket.

Molesworth gives the following weights of different materials per cubic foot :—

	LB.
Clay	119
Sand	117
Pit sand	100
Fine do.	95
Shingle	88

but the same materials loose as carried in a basket would not weigh more than 75 lb. per cubic foot.

The head-loads will be—

Class.	C. FT.
I	$\frac{1}{2}$
II	$\frac{1}{3}$
III	$\frac{1}{6}$

Taking 10,000 as the measure of the duty of a class II worker per day and the leads in yards, we get $\frac{10,000}{\text{reduced lead in feet}}$ = cubic feet carried per class II worker per day. After 500 yards the initial lead of 72 feet has been omitted as the fraction is very small. Class I workers will have to be employed in filling the baskets.

NOTE.—For lifts 1 foot lift should be taken as = 12 ft. lead.

65. The following table (table VIII) gives the carrying task per day for different leads for each class :—

TABLE VIII.

Lead in yards.	Cubic feet carried by class I unit per day.	Cubic feet carried by class II unit per day.	Cubic feet carried by class III unit per day.
100	30·32	26·88	13·44
200	22·32	14·88	7·44
300	15·43	10·29	5·14
400	11·79	7·86	3·93
500	10·00	6·67	3·33
600	8·34	5·56	2·78
700	7·14	4·76	2·38
800	6·25	4·17	2·08
900	5·55	3·70	1·85
1,000	4·99	3·33	1·66
1,500	3·33	2·22	1·11
2,000	2·50	1·67	0·83
2,500	1·99	1·33	0·66
3,000	1·66	1·11	0·55
3,500	1·50	1·00	0·50
4,000	1·24	0·83	0·41
5,000	1·00	0·67	0·33
6,000	0·82	0·55	0·27
7,000	0·72	0·48	0·24
8,000	0·63	0·42	0·21
9,000	0·55	0·37	0·18
10,000	0·49	0·33	0·16

(2) *Clearing prickly-pear.*

66. A standard task cannot well be fixed for this description of work, as it must vary very much with the density and accessibility of the prickly-pear. The following tasks may, however, be taken as a fair average :—

TABLE IX.—*Clearing, heaping and burning prickly-pear.*

Class.	Task. SQ. FT.
I	60
II	40
III	20

XII.—WAGES ON TASK-WORK.

67. The actual amounts of the full wage or allowance in cash calculated to the nearest pice for each class as prescribed in section 128 (*a*) of the Code for varying prices of grain are given in the following table (table X) :—

TABLE X.—*Ready Reckoner showing maximum relief wages and allowances in pice.*

Price of grain in seers (of 80 tolas) per rupee.	Workers.				Dependants.					
	Special class	Class I.	Class II.	Class III.	Class IV (*a*).	Class IV (*b*).	Class V (*a*).	Class V (*b*).	Class V (*c*).	Class V (*d*).
	1 Pice more than Class I.	90 tolas.	70 tolas.	50 tolas.	60 tolas.	50 tolas.	40 tolas.	30 tolas.	20 tolas.	15 tolas.
	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.
6	13	12	9	7	8	7	5	4	3	2
6½	12	11	9	6	8	6	5	4	3	2
7	11	10	8	6	7	6	5	4	2	2
7½	11	10	8	5	7	5	4	3	2	2
8	10	9	7	5	6	5	4	3	2	2
8½	10	9	7	5	6	5	4	3	2	2
9	9	8	6	5	5	5	4	3	2	2
9½	9	8	6	4	5	4	4	3	2	1
10	8	7	6	4	5	4	3	3	2	1
10½	8	7	5	4	5	4	3	2	2	1
11	8	7	5	4	5	4	3	2	2	1
11½	7	6	5	4	4	4	3	2	2	1
12	7	6	5	3	4	3	3	2	1	1
12½	7	6	5	3	4	3	3	2	1	1
13	7	6	4	3	4	3	3	2	1	1
13½	6	5	4	3	4	3	3	2	1	1
14	6	5	4	3	4	3	2	2	1	1
14½	6	5	4	3	3	3	2	2	1	1
15	6	5	4	3	3	3	2	2	1	1
15½	6	5	4	3	3	3	2	2	1	1
16	6	5	4	3	3	3	2	2	1	1

68. The following table shows the amount of wages payable for short work :—

TABLE XI.

Maximum wage for full task.	Wage payable when percentage of full task done is								
	90	80	70	60	50	40	30	20	10
Pice. 13	Pice. 12	Pice. 11	Pice. 9	Pice. 8	Pice. 7	Pice. 5	Pice. 4	Pice. 3	Pice. 1
12	11	10	9	7	6	5	4	3	1
11	10	9	8	7	6	5	3	2	1
10	9	8	7	6	5	4	3	2	1
9	8	7	6	6	5	4	3	2	1
8	7	7	6	5	4	3	3	2	1
7	6	6	5	4	4	3	2	2	1
6	6	5	4	4	3	3	2	1	1
5	5	4	4	3	3	2	2	1	1
4	4	3	3	3	2	2	1	1	1
3	3	3	2	2	2	1	1	1	1
2	2	2	2	1	1	1	1	1	1

XIII.—Piece-work.

69. The principle of payment by piece-work as opposed to task-work is that instead of the *worker* receiving a daily wage in return for a fixed quantity of work the *gang* receives payment for work done at a prescribed rate on quantity. This rate has to be so calculated that, whatever the price of grain may be, the worker will be able to earn approximately what he would receive for the due performance of a task under the task-work system.

70. This system is less rigid than the task-work system in that the basis of calculation is not the individual, but the *family* group which may or may not (under section 114 of the Code) include an assumed proportion of dependants. When the latter is included, the rates are proportionately increased and, in the same way, provision may be made in the rates for a rest-day allowance.

71. To counterbalance any possible unfairness to the individual due to the hypothetical constitution of the family group, the worker is placed in a position to earn by an increase of energy something more than the equivalent of the daily wage under the task system subject to a certain maximum limit, this limit at the same time serving the purpose of preventing professional labourers from making unduly large earnings. This is the essential principle of the limited piece-work system. Owing to the general looseness of the system and to the fact that an exact wage is not guaranteed to the individual it is not well suited to the relief of severe distress, but may well be adopted for small works or when severe distress is not present.

XIV.—Rates under the limited Piece-work System.

72. The typical 'family group' and the quantities of grain (under section 128 (*a*)) the purchase of which has to be provided for in the rates, are as under—

		Tolas.	
(*a*)	1 digger	90	(class I).
	2 adult carriers	140	(class II).
	Total ...	230	

The number and description of dependants, when included, are—

		Tolas.	
(*b*)	1 adult	55	(the mean of the allowances for class IV (*a*) and IV (*b*).
	1 child	30	[class V (*b*).
	Total ...	85	

When a rest-day allowance has to be provided for, it will be—

		Tolas.
(*a*)	1 digger	60
	2 adult carriers	100
	Total ...	160
(*b*)	1 adult	55
	1 child	30
	Total ...	85

73. When the work to be done is earth-work, the rates are so calculated that the digger with two carriers, on turning out a quantity of work equivalent to the full standard task for that description of work (see chapter XI, table I, *supra*), will earn enough to enble the whole group to purchase grain in the prescribed proportions. By turning out one-third more than this quantity, *i.e.*, the equivalent of the ordinary labourer's task he may earn something more to cover any possible varriations between the actual and assumed constitution of his party, but more than this he is not allowed to earn.

74. When the work involves extra lead or lift, or work other than digging and carrying such as watering and ramming, an addition is made to the rate to approximately cover the cost to the digger of the additional hands required.

75. Since under sections 114 and 135 of the Code provision for dependants and for rest-day allowances may or may not be included in the rates, four series of rates have to be calculated based on the following data :—

Conditions.	*Quantity of grain to be provided for.*
(*a*) Working members only without dependants or rest-day allowance	230 tolas or say 2·9 seers (of 80 tolas).
(*b*) Working members with dependants but without rest-day allowance	(230 + 85) tolas or say 3·9 seers (of 80 tolas).
(*c*) Working members only with rest-day allowance ...	(238 + $\frac{1}{6}$ + 160) tolas or say 3·2 seers (of 80 tolas).
(*d*) Working members with dependants and with rest-day allowance	(230 + 85) + $\frac{1}{6}$ (160 + 85) tolas or say 4·5 seers (of 80 tolas).

76. The following table (table XII) gives the rates in each of the above cases that will enable a digger to earn the equivalent of the corresponding quantity of grain per day with prices varying from 6 to 16 seers (of 80 tolas) a rupee :—

TABLE XII.—*Table of rates for earth-work under the limited piece-work system*

Price of grain, in seers the rupee.	(a) Without provision for dependants or rest-day.						(b) With provision for dependants, but not for rest-day.						(c) With provision for rest-day, but not for dependants.						(d) With provision for dependants and rest day.						Extra per 1,000 c.ft. for— (1) every 10 additional yards lead. (2) every additional 1 yard lift. (3) watering. (4) ramming. (equivalent of 2¼ seers.)
	Money wage per digger; equivalent of 2·9 seers.	Rate per 1,000 c.ft. for excavation, including 25 yards lead and 2 yards lift.					Money wage per digger; equivalent of 3·9 seers.	Rate per 1,000 c.ft. for excavation, including 25 yards lead and 2 yards lift.					Money wage per digger; equivalent of 3·2 seers.	Rate per 1,000 c.ft. for excavation, including 25 yards lead and 2 yards lift.					Money wage per digger; equivalent of 4·5 seers.	Rate per 1,000 c.ft. for excavation, including 25 yards lead and 2 yards lift.					
		Sand.	Soft earth.	Medium earth.	Hard earth.	Hard gravel.		Sand.	Soft earth.	Medium earth.	Hard earth.	Hard gravel.		Sand.	Soft earth.	Medium earth.	Hard earth.	Hard gravel.		Sand.	Soft earth.	Medium earth.	Hard earth.	Hard gravel.	
		240	**200**	**160**	**120**	**80**		**240**	**200**	**160**	**120**	**80**		**240**	**200**	**160**	**120**	**80**		**240**	**200**	**160**	**120**	**80**	
SRS.	AS.	RS. A.	RS. A.	RS. A.	RS. A.	RS. A.	AS.	RS. A.	RS. A.	RS. A.	RS. A.	RS. A.	AS.	RS. A.	RS. A.	RS. A.	RS. A.	RS. A.	A.	RS. A.	RS. A.	RS. A.	RS. A.	RS. A.	AS. P.
6	7·7	2 11	3 3	4 0	5 6	8 0	10·4	3 10	4 5	5 7	7 4	10 13	8·5	2 15	3 9	4 7	5 14	8 14	12·0	4 3	5 0	6 4	8 5	12 8	6 3
6½	7·1	2 7	2 15	3 11	4 15	7 6	9·6	3 5	4 0	5 0	6 11	10 0	7·9	2 12	3 5	4 2	5 7	8 4	11·1	3 14	4 10	5 12	7 11	11 9	5 9
7	6·6	2 4	2 12	3 7	4 9	6 14	8·9	3 1	3 11	4 10	6 3	9 4	7·3	2 9	3 1	3 13	5 1	7 10	10·3	3 9	4 5	5 6	7 2	10 12	5 3
7½	6·2	2 2	2 9	3 4	4 4	6 7	8·3	2 14	3 7	4 5	5 12	8 10	6.8	2 6	2 13	3 9	4 12	7 1	9·6	3 5	4 0	5 0	6 11	10 0	5 0
8	5·8	2 0	2 7	3 1	4 0	6 1	7·8	2 11	3 4	4 1	5 7	8 2	6·4	2 4	2 10	3 5	4 7	6 10	9·0	3 2	3 12	4 11	6 4	9 6	4 9
8½	5·5	1 14	2 5	2 14	3 12	5 12	7·4	2 9	3 1	3 13	5 2	7 11	6·0	2 2	2 8	3 2	4 3	6 4	8·5	2 15	3 8	4 7	5 14	8 14	4 6
9	5·2	1 12	2 3	2 11	3 9	5 7	7·0	2 7	2 14	3 10	4 13	7 4	5·7	2 0	2 6	2 15	3 15	5 15	8·0	2 12	3 5	4 3	5 9	8 5	4 3
9½	4·9	1 10	2 1	2 8	3 6	5 2	6·6	2 5	2 12	3 7	4 9	6 14	5·4	1 14	2 4	2 13	3 12	5 10	7·6	2 10	3 2	3 15	5 4	7 14	4 0
10	4·6	1 9	1 15	2 6	3 3	4 13	6·3	2 3	2 10	3 4	4 6	6 9	5·1	1 12	2 2	2 11	3 9	5 5	7·2	2 8	3 0	3 12	5 0	7 8	3 9
10½	4·4	1 8	1 13	2 4	3 0	4 9	6·0	2 1	2 8	3 2	4 3	6 4	4·9	1 11	2 0	2 9	3 6	5 1	6·9	2 6	2 14	3 9	4 12	7 3	3 6
11	4·2	1 7	1 11	2 2	2 14	4 5	5·7	1 15	2 6	3 0	4 0	6 0	4·7	1 10	1 15	2 7	3 3	4 14	6·6	2 4	2 12	3 6	4 9	6 14	3 3
11½	4·0	1 6	1 10	2 1	2 12	4 2	5·5	1 14	2 4	2 14	3 13	5 12	4·5	1 9	1 14	2 5	3 1	4 11	6·3	2 2	2 10	3 4	4 6	6 9	3 0
12	3·8	1 5	1 9	2 0	2 10	3 15	5·3	1 13	2 2	2 12	3 10	5 8	4·3	1 8	1 13	2 3	2 15	4 8	6·0	2 1	2 8	3 2	4 3	6 4	3 0
12½	3·6	1 4	1 8	1 15	2 8	3 13	5·1	1 12	2 1	2 10	3 8	5 4	4·1	1 7	1 12	2 1	2 13	4 5	5·7	2 0	2 6	3 0	4 0	5 15	3 0
13	3·5	1 3	1 7	1 14	2 6	3 11	4·9	1 11	2 0	2 8	3 6	5 1	3·9	1 6	1 11	2 0	2 11	4 2	5·5	1 15	2 4	2 14	3 13	5 11	2 9
13½	3·4	1 3	1 6	1 13	2 5	3 9	4·7	1 10	1 15	2 6	3 4	4 14	3·7	1 5	1 10	1 15	2 9	3 15	5·3	1 14	2 3	2 12	3 10	5 8	2 9
14	3·3	1 2	1 6	1 12	2 4	3 7	4·5	1 9	1 14	2 4	3 2	4 11	3·6	1 4	1 9	1 14	2 8	3 13	5·1	1 13	2 2	2 10	3 8	5 5	2 9
14½	3·2	1 2	1 5	1 11	2 3	3 5	4·3	1 8	1 13	2 3	3 0	4 8	3·5	1 3	1 8	1 13	2 7	3 11	4·9	1 12	2 1	2 8	3 6	5 2	2 6
15	3·1	1 1	1 5	1 10	2 2	3 3	4·1	1 7	1 12	2 2	2 14	4 5	3·4	1 3	1 7	1 12	2 6	3 9	4·7	1 11	2 0	2 7	3 4	4 15	2 6
15½	3·0	1 1	1 4	1 9	2 1	3 2	4·0	1 6	1 11	2 1	2 12	4 3	3·3	1 2	1 6	1 11	2 5	3 7	4·6	1 10	1 15	2 6	3 3	4 13	2 3
16	2·9	1 0	1 3	1 8	2 0	3 1	3·9	1 5	1 10	2 0	2 11	4 2	3·2	1 2	1 5	1 10	2 4	3 5	4·5	1 9	1 14	2 5	3 2	4 11	2 3

NOTE.—The figures in thick type denote the maximum quantity in cubic feet that will be paid for per digger per diem.

77. When the work to be done is stone-breaking, the case is not quite similar to that of earth-work. The same typical family group is assumed, but the breaking will be shared between all the working members, since stone-breaking is a description of work that can be performed by both classes of workers, and since the proportion of carriers to breakers required for the initial lead is much less than that of carriers to diggers in the case of earth-work. The rates are, therefore, based on the assumption that the working members of the family group ordinarily turn out *between them* the equivalent of the full task of two class I workers. There are thus in stone-breaking the equivalent of two 'breakers' (class I) in the family group as against one 'digger' (class I) in earth-work. The maximum limit per breaker, *i.e.*, the greatest quantity that will be paid for in one day is, as in the case of earth-work, the full task of a labourer in ordinary times, or one-third more than the standard task.

78. The following table (table XIII) gives the rates for the four cases described in paragraph 75 *supra* :—

TABLE XIII.—*Table of rates for stone-breaking under the limited piece-work system*

Price of grain in seers the rupee.	(a) Without provision for dependants or rest-day.				(b) With provision for dependants, but not for rest-day.				(c) With provision for rest-day, but not for dependants.				(d) With provision for dependants and rest-day.				Extra for every 100 yards lead. Equivalent of 2¼ seers.
	Money wage per breaker; equivalent of 2·9 seers.	Rate per 100 c.ft. for breaking, including 25 yards lead.			Money wage per breaker; equivalent of 3·9 seers.	Rate per 100 c.ft. for breaking, including 25 yards lead.			Money wage per breaker; equivalent of 3·2 seers.	Rate per 100 c.ft. for breaking, including 25 yards lead.			Money wage per breaker; equivalent of 4·5 seers.	Rate per 100 c.ft. for breaking, including 25 yards lead.			
		Easy.	Medium.	Hard.		Easy.	Medium.	Hard.		Easy.	Medium.	Hard.		Easy.	Medium.	Hard.	
		10	**9**	**8**		**10**	**9**	**8**		**10**	**9**	**8**		**10**	**9**	**8**	
SEERS.	AS.	RS. A.	RS. A.	RS. A.	AS.	RS. A.	RS. A.	RS. A.	AS.	RS. A.	RS. A.	RS. A.	AS.	RS. A.	RS. A.	RS. A.	AS. P.
6	7·7	3 3	3 9	4 0	10·4	4 5	4 13	5 6	8·5	3 8	3 15	4 7	12·0	4 15	5 9	6 4	6 3
6½	7·1	2 15	3 5	3 11	9·6	3 15	4 7	5 0	7·9	3 4	3 10	4 2	11·1	4 9	5 2	5 12	5 9
7	6·6	2 12	3 1	3 7	8·9	3 11	4 2	4 10	7·3	3 0	3 6	3 13	10·3	4 4	4 12	5 6	5 3
7½	6·2	2 9	2 14	3 3	8·3	3 7	3 13	4 5	6·8	2 13	3 2	3 8	9·6	3 15	4 7	5 0	5 0
8	5·8	2 6	2 11	3 0	7·8	3 4	3 10	4 1	6·4	2 10	2 15	3 5	9·0	3 11	4 3	4 11	4 9
8½	5·5	2 4	2 8	2 13	7·4	3 1	3 7	3 13	6·0	2 8	2 12	3 2	8·5	3 8	3 15	4 7	4 6
9	5·2	2 2	2 6	2 11	7·0	2 14	3 4	3 10	5·7	2 6	2 10	3 0	8·0	3 5	3 11	4 3	4 3
9½	4·9	2 0	2 4	2 9	6·6	2 12	3 1	3 7	5·4	2 4	2 8	2 14	7·6	3 2	3 8	3 15	4 0
10	46	1 14	2 2	2 7	6·3	2 10	2 15	3 4	5·1	2 2	2 6	2 12	7·2	3 0	3 5	3 12	3 9
10½	4·4	1 13	2 0	2 5	6·0	2 8	2 12	3 2	4·9	2 0	2 4	2 10	6·9	2 14	3 3	3 9	3 6
11	4·2	1 12	1 15	2 3	5·7	2 6	2 10	3 0	4·7	1 14	2 2	2 8	6·6	2 12	3 1	3 6	3 3
11½	4·0	1 11	1 13	2 1	5·5	2 4	2 8	2 14	4·5	1 13	2 0	2 6	6·3	2 10	2 15	3 4	3 0
12	3·8	1 10	1 12	2 0	5·3	2 2	2 6	2 12	4·3	1 12	1 15	2 4	6·0	2 8	2 13	3 2	3 0
12½	3·6	1 9	1 11	1 15	5·1	2 1	2 4	2 10	4·1	1 11	1 14	2 2	5·7	2 6	2 11	3 0	3 0
13	3·5	1 8	1 10	1 14	4·9	2 0	2 3	2 8	3·9	1 10	1 13	2 0	5·5	2 4	2 9	2 14	2 9
13½	3·4	1 7	1 9	1 13	4·7	1 15	2 2	2 6	3·7	1 9	1 12	1 15	5·3	2 2	2 7	2 12	2 9
14	3·3	1 6	1 8	1 12	4·5	1 14	2 1	2 4	3·6	1 8	1 11	1 14	5·1	2 1	2 5	2 10	2 9
14½	3·2	1 5	1 7	1 11	4·3	1 13	2 0	2 3	3·5	1 7	1 10	1 13	4·9	2 0	2 4	2 8	2 6
15	3·1	1 4	1 6	1 10	4·1	1 12	1 15	2 2	3·4	1 6	1 9	1 12	4·7	1 15	2 3	2 7	2 6
15½	3·0	1 3	1 5	1 9	4·0	1 11	1 14	2 1	3·3	1 5	1 8	1 11	4·6	1 14	2 2	2 6	2 3
16	2·9	1 2	1 4	1 8	3·9	1 10	1 13	2 0	3·2	1 4	1 7	1 10	4·5	1 13	2 1	2 5	2 3

NOTE.—The figures in thick type denote the maximum quantities in cubic feet that will be paid for per breaker per diem.

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79. Other descriptions of work than earth-work or stone-breaking may, if necessary, be carried out under the limited piece-work system, but only the two mentioned are really suitable. For the successful working of the system, the gang must not be too large and care must be taken in organizing them in the correct proportions with respect to diggers and carriers or breakers and carriers.

XV.—The Daily Routine of Work—Reports and Accounts.

80. The basis of all labour statistics and most of the accounts is the muster-roll given as form D-III. Form D-IV, the maistry's daily abstract, is made directly from D-III. The entries in the charge day book (form D-V) are entered daily in the office of the Charge officer from the total of all the maistrys' daily abstracts of the charge. From D-V the Charge officer fills in the weekly voucher for wages, (form D-VI.) The Charge officer then prepares form D-VII (weekly progress return) from his day book, his cash book, the kitchen account and the hospital account, and submits it to the Sub-Divisional officer in accordance with the instructions printed on the form. He then prepares his general weekly report, form D-VIII, in duplicate and submits one copy to the Executive Engineer through the Sub-Divisional officer and one to the Collector through the Revenue Divisional officer. The further abstraction for statistical purposes is carried on by the Sub-Divisional officer, who compiles his Sub-Divisional progress return (form D-IX) by taluks from the totals of the form D-VII, and despatches one copy to the Collector and another to the Executive Engineer. From the totals of this return the Executive Engineer compiles an abstract for his division in form D-X, and submits one copy to the Chief Engineer and another to the Superintending Engineer.

81. The muster-roll should be printed on strong country paper and finished up with a strip of cotton sheeting along the binding. It should always be in the possession of the gang-headman. It should be written up by classes, when the gang is first formed, and it lasts for a month, except where the persons attending are continually changing, in which case it will only last for a week or a fortnight. The front page gives the daily abstract of measurement, and the last gives the daily abstract of the wages. The muster-roll should be written up daily in ink and totalled in the forenoon; it should be checked in the evening. The headman should not be permitted to have any persons in his gang who have not been entered on the muster-roll by his maistry under the orders of the Charge officer. The Charge officer should check a few gangs nearly every day. Every officer inspecting the gangs should check a few. The muster-roll is of constant use in examining gangs, and it is the principal instrument in detecting attempts at fraud. The first afternoon a gang is on the works the muster-roll should be checked by the gang-maistry in whose charge it may be. He should compare the persons present with the entries, enquire into any differences, and make any necessary clerical alterations. The Work-agent should meanwhile have pointed out the next day's tasks, and told the headman what his duties are, including instructions as to the task and manner of working, conservancy, drinking water, tools, repairs and the market. Every adult in the gang should be made to know his gang number, and the headman's and maistry's name. The gang should be drilled in seating themselves in classes ready for muster at the word of command, '*muster*,' and the headman taught to make them do it smartly. Attention to this simple point will save much delay and trouble afterwards. A headman incapable of doing this should be immediately displaced for a more competent man.

82. The maistries should all be taught their work: a few days' careful drilling of every maistry is *absolutely necessary* to prevent continual confusion afterwards. The maistry should make up the accounts of his party for each day, submitting his daily abstract in the evening to the Charge officer. He should get the money from the Charge officer next morning at the fixed time, signing the cash book, as a receipt. If on any occasion the measurements for any gang are not ready at the time fixed by the Charge officer for disbursement to the maistries, the Charge officer may give the maistry concerned a sum estimated to cover the requirements, and the maistry will in the course of the day pay the wages which measurement may show to be due. Such an advance is merely temporary and must be accounted for on the day it is made. No entry will be made in the cash book until the daily abstract of the maistry is complete *for all his gangs.*

83. (*a*) The maistry should be given the pay in a large bag containing as many smaller bags as he has gangs to pay. Each such small bag should be marked by the sub-cashier with the distinguishing number of a gang, and contain the wages of that gang, with details of date and amount on a slip of paper enclosed in it. The next step is to distribute the wages. If the headmen are incapable of doing it, or not to be trusted, the maistry should distribute each gang's wages for the previous day during his mustering between 10 A.M. and noon. If the headman can be trusted to pay the wages, the maistry should complete his morning muster, and at noon take his large bag of wages to some central point of his party, and should there assemble his headmen. To each of them he should then give his corresponding bag of money with the gang number marked on it. From his own abstract he can see how much each headman ought to have in his bag, and he should therefore when

giving the bag to a headman, tell him what ought to be in it, then make him open the bag, count the contents, and, if correct, make him sign for the amount opposite the number of his gang in the daily abstract. The headman should keep the slip in the bag. This being done, the headmen should be sent to their respective gangs where their flags are and, on arrival there, should collect their gangs, make them sit down, and at once distribute the wages in accordance with the muster-roll of the day before.

(*b*) Where the distribution of wages is made by headmen, the time fixed for it should be 12 o'clock. On works in which there is an interval for rest from 12 to 2 o'clock, it should be a standing order that the gangs assemble on their respective flags at 12 o'clock, and there await the arrival of their headmen. (The hours for beginning and stopping work should be intimated by tom-tom, gong, or horn.) The money having been distributed, the headman should remain at his flag until the maistry comes round. At each gang the maistry should check the distribution which has just been carried out, and ask if there are any complaints of non-payment or short payment to any of the workers present. He should then check any balance that remains over after the distribution. The reasons for a balance should be enquired into and noted.

(*c*) If the balance is due to the temporary absence of a worker (owing to illness or unavoidable cause), the amount due to him should be left with his relatives or the headman of the gang. If it appears that the worker has left the work, the amount due to him should be refunded to the Charge officer, and *should in no case be redrawn*. The absence will involve forfeiture of the amount due. In no case must balances remain with the gang maistry after the close of the day. The Charge officer should immediately credit balances received in cash book, and no such credit should ever be re-opened.

(*d*) The Charge officer should enter every receipt and payment in his cash book (P.W.D. form No. 4), every entry having a separate number in a weekly series. It should be totalled daily, and the total expenditure and balance should immediately be entered on the daily card, form D-XI, which should be despatched to the Sub-Divisional officer, the Executive Engineer and the Collector. The post-card on Saturday should show also the total numbers for the week and should reach the Collector not later than Monday morning.

(*e*) A separate register for contingencies is not required, the entry in the cash book being sufficient, but any payment for contingencies of over five rupees should be supported by a voucher. Except in cases of urgency (when the action taken should at once be reported), the Charge officer should not incur expenditure of over ten rupees on any one contingent item without the previous sanction of the Sub-Divisional officer.

(*f*) The Charge officer will maintain a book in which Inspecting officers, who do not prepare an inspection report in form D-XII, may enter any remarks that they wish to make.

84. Dependants receiving cash allowances are shown separately in the muster-rolls, but are paid daily with the workers. A special procedure is, however, necessary for hospitals and kitchens. The account should be kept separate for purposes of inspection and control, but payments for diet and establishment should be made by the Charge officer. The Medical officer and the kitchen Superintendent may each be given a permanent advance of ten rupees for petty contingencies, if this is desirable. The attendance and diet registers should be kept in forms similar to those prescribed for civil kitchens: at the end of the week, or at shorter intervals. if necessary, the Charge officer should pay the bills direct to the person who supplied the food, *not* through the Medical officer or kitchen Superintendent. If a permanent advance is given for contingencies, it should be recouped *weekly* or, if necessary, at shorter intervals. All accounts should be cleared up at the end of the week in order that the details may be available for form D-VII.

85. The following papers should be submitted weekly by the Charge officer for use in audit:—

(1) a copy of his cash book, with the establishment acquittance roll, and with vouchers for all contingent items of more than five rupees;
(2) a weekly voucher for wages and cash allowances in form D-VI;
(3) a copy of the hospital account;
(4) a copy of the kitchen account.

86. (*a*) All orders fixing the price basis should specify the date from which it should take effect, and should be communicated in time for introduction on that date (see section 129 of the Code). The Charge officer should keep them in a separate file.

(*b*) The Executive Engineer should specially see that no unnecessary clerical work is thrown on the Charge officer.

87. The following modifications of these rules are necessary in the case of work carried out under the limited piece-work system:—

(1) the alternative nominal muster-roll form D-III will be used;
(2) the maistry's daily abstract and the charge day-book will be in the alternative form D-IV;

(3) payment will be made to the gang as a whole, as prescribed in section 113 (*d*) of the Code, instead of to individual workers, but every assistance must be given by the maistries to facilitate the distribution of the earnings of a gang among its members and to settle disputes rising therefrom;

(4) corrresponding modifications must be made in the returns based on forms D-III and D-IV, no record being kept of the earnings of individuals or classes, but only of working gangs, as a whole.

XVI.—Checking Work, Numbers and Payments.

88. As a safeguard against fraud and an instrument of detection, the muster-roll system of keeping the initial accounts is most valuable. Every petty official whose end would be served by confusion will try to spoil the rolls, and will exaggerate the difficulty of keeping them up. This is so marked that inability to keep the muster-rolls in order may almost be regarded as the sign of a rogue, or incompetent person. In either case, the man should be removed. If it is the Charge officer himself who fails in this matter, there is the more reason why he should be replaced by a competent man.

89. The progress shown should be checked by test-measurements extending over the whole work in a tank, or over any reach of a road work the recorded progress of which can be disentangled from the remainder. For this purpose it is well to have all the accounts of a road, or other long work, closed up at every four miles or so, and a new start made.

90. The numbers are checked by counting the number of gangs at work along a road, etc., and sampling the total entries in the maistries' daily abstracts by careful comparison in detail for about 20 *per cent.* of the entries in the muster-rolls, as well as with the numbers actually found present. Any recent curious fluctuations in the muster-rolls require explanation. If anything throws doubt on the general accuracy of the daily abstracts, it is best to stay there, and obtain some tangible results before going further.

91. If the daily abstracts have been found fairly correct after checking a certain number of totals and the detailed calculations, the totals should be compared with the entries made in the charge day-book. The totals of this charge day-book should again be checked and compared with the entries in form D-VII and those again with the payments recorded in the cash-book. The cash-book itself should then be carefully examined as usual, attention being paid to the character of the contingent expenditure. In the same manner the details of the hospital and kitchen accounts should be carefully examined.

92. An examination should be thorough, but mostly in the way of sampling, unless something suspicious is lighted on, and in that it should be searching. The way in which the account and records are kept is often a very good guide to what one may expect to find. If they are kept in such a manner as to facilitate check, careful sample checking will probably be found to be sufficient. If, on the other hand, the books are in confusion, it will be well to have a very complete examination: either there is carelessness which many will have taken advantage of, or there is worse. If enquiries establish a substantial presumption of fraud, the Charge officer must at once be suspended by the Sub-Divisional officer. In case of carelessness, the orders of the Executive Engineer should be awaited, unless immediate removal is necessary in the interests of the Government or the workers. In either case the Sub-Divisional officer will forward a full report to the Executive Engineer. After issue of necessary orders the Executive Engineer will report the matter to the Collector for such further action as may seem to be desirable.

93. The following instructions should be followed by Inspecting officers :—

I. A knowledge of the total number of gangs of all kinds on or attached to the charge, including gangs employed on services in connection with it (*e.g.*, conservancy or the like), together with the precise information of the places at which they are working, is the basis of a thorough inspection, *and should ordinarily be obtained from the Charge officer before inspection begins.* Later on, the information may be checked by the register of attendance rolls issued; but it is important to take the statement of the Charge officer on this point *at the outset.* Otherwise, if the number of gangs is found short, the Inspecting officer is likely to be told that the gangs not traceable are on the march, or engaged at some distance from the work: such a statement will render his enquiries fruitless, if, as will often be the case, he has then no time to test the information.

II. It is also desirable, where possible, that, before making detailed inspection, the Inspecting officer should ascertain from the last weekly charge progress return, the incidence of the expenditure on the wages *for the able-bodied gangs directly employed in executing the work in hand* (*a*) for work done, (*b*) per unit relieved. These figures will indicate the general character of the work, and will be useful in checking the output of individual gangs. An extraordinarily low or an extraordinarily high incidence will naturally attract suspicion.

III. With this information the Inspecting officer will be equipped for his inspection. As he passes along the work, all gangs should be told to stop work and muster in order by

classes. This will prevent confusion and the shuffling of gangs. The following procedure will secure a thorough inspection :—

(1) count the number of gangs, and on the way select gangs for detailed comparison with the entries in the attendance roll, of the numbers present, the work done, and the payments made, and verify the entries of payments by enquiries from the gang, and the entries of work done by actual check-measurements;

NOTE.—It is essential that this should be done on the spot: enquiries should not be confined to one day's entries only.

(2) where a system of selection is in force, see that new-comers have their tickets of admission;

(3) see that the numbers engaged on miscellaneous duties are not excessive;

(4) compare the attendance rolls with the maistries' daily abstracts, specially noticing—

(a) the difference (if any) between the sums drawn by the maistry and the sums paid to the gang, and the explanation given for the difference at the time, which should be noted for comparison later with the entries in the cash-book;

(b) the price-basis adopted, and the calculations of the wages;

(c) the numbers shown as present on the two or three days before inspection;

NOTE.—The workers should be examined closely as to the names and particulars of any persons, previously shown as present, but absent on the day of inspection.

(5) see whether the tasks are plainly indicated in advance and are correct in extent, and whether the gangs clearly understand what they have to do;

(6) see whether the check-measurements have been properly made, and whether they indicate laxity in the daily measurements or abuse, where a margin is allowed;

(7) take the maistries of the selected gangs with their daily abstracts to the head-quarters of the charge, check the totalling of both payments and measurements in some of the abstracts, and compare the totals of the abstracts with the corresponding entries in the charge day-book;

(8) similarly in the case of gangs other than those selected, compare the totals of the daily abstracts for the two or three days preceding with the corresponding entries in the charge day-book;

(9) compare the totals of the charge day-book with the corresponding entries in the cash-book;

(10) check the weekly voucher for wages and cash allowances by the entries in the charge day-book;

(11) compare the accounts for hospitals and kitchens with the corresponding entries in the cash-book, and test the expenditure by the incidence per head relieved;

(12) examine the expenditure on contingencies, scrutinizing the vouchers;

(13) compare the charge day-book and cash-book entries with the charge progress return for the preceding week or weeks;

(14) check the acquittance roll by the attendance book of the establishment, testing a few entries in the latter, and specially noting whether the establishment is excessive;

(15) examine the comparative statement of expenditure and work done, as shown in the weekly charge progress return; compare the progressive expenditure with the estimate sanctioned for the work; and see that the progress of work done is roughly proportionate to the expenditure incurred.

XVII.—Abstract of the Duties of Establishment employed on Direct Supervision of Famine Relief Works.

Duties of the Charge officer.

94. (i) The general responsibility of the Charge officer of a work is defined in sections 87 to 119 of the Code, and he should study carefully these sections as well as the whole of appendix D and comply with the rules therein laid down.

(ii) He must see that the camp is laid out in accordance with orders, and that proper accommodation is provided in accordance with the instructions given in this appendix, which should be carefully read.

(iii) Frequent inspections of the camp and work must be made by him. He should see that all weak and sickly people are attended to, and that the medical representative at the camp does his duty in attending to all such persons.

(iv) In the event of gangs doing short work, the reason should be ascertained and recorded at once.

(v) Constant supervision of the tools, baskets, etc., is necessary, and he should report promptly to the Sub-Divisional officer if more are required.

(vi) He should see that the workers know their work and do it, and that each headman is able to point out the work allotted to his gang and also to state what each class of worker will get upon completion of the task set.

(vii) He should satisfy himself that all tasks are set out in due time and properly measured up. This can be checked by seeing whether the people are working properly and then comparing the quantity of work done with the task set. Generally speaking, the task is fixed on the assumption that the gang is to do a fair day's work of eight hours.

(viii) According to the season a time table for the workers and the duties of the subordinate staff must be prepared, and the time specified for starting and finishing work be made known to the workers by beat of gong or "tom-tom." The number of persons to be employed in miscellaneous gangs should be strictly in accordance with the scale laid down by the Executive Engineer, by whom the rates of pay will be fixed.

(ix) Each Charge officer must keep a diary in note-book form from day to day, in which he should record all details of miscellaneous information required for his weekly progress report and any other matter affecting the work or the people in any way.

(x) No relations of any member of the staff should be employed in any capacity without the written orders of the Sub-Divisional officer, and lists of all the staff, both superior and inferior, must be kept up.

Duties of Work-agents.

95. The duties of the Work-agents are as given below :—

(i) To lay out the camp and construct quarters for the staff.

(ii) To lay out the work in advance and position of spoil banks or borrow pits if required ; to have profiles ready where necessary ; to indicate upon the ground the plots upon which each gang is to work.

(iii) To mark daily in each plot the work to be done by the gang occupying it, having calculated the task in accordance with the rules laid down in this appendix ; and to point out to the headman and the gang the work which they are to do, the best way of doing it, and to explain to them what they will be paid.

(iv) To measure up the work done and record it in his measurement book, the muster rolls and maistries' daily abstracts, and to assist the maistries in calculating the wages due to each gang.

(v) To assist in all works of construction and in connection with the water-supply, and in all other matters requiring professional knowledge.

(vi) To pay special attention to the following points :—

(*a*) tools to be sufficient and in good order ;

(*b*) headmen to be kept up to their duty of encouraging the people to work, and those in charge of spoil banks to see that the spoil is deposited in the places indicated to them ;

(*c*) gangs not to be crowded, and if the lead is long, carriers to be taught to carry by relays ;

(*d*) baskets to be plastered to prevent soil falling through the crevices.

(*e*) weakly people not to be overworked ;

(*f*) each member of the gang to do his fair share of the work.

(vii) To report all defects at once to the Charge officer.

Duties of maistries.

96. The maistries are—

(i) to keep up the registers and muster-rolls for which they are responsible ;

(ii) to intimate to the people the rules in connection with bazaar, water-supply, conservancy, hours of working, rates of pay and method of payment ;

(iii) to muster their gangs and record the attendance at the hours prescribed by the Charge officer, absentees being carefully indicated ;

(iv) to drill the gang for purposes of attendance and payment in the manner laid down in chapter XV of this appendix ;

(v) to assist the Work-agents to keep the people working during the day ;

(vi) to attend generally to all the requirements of the gang, bringing specially to the notice of the Charge officer the case of any persons requiring special treatment in any respect.

Duties of Medical officers.

97. The general responsibility of the Medical officer attached to a relief work is defined in section 203 of the Code.

(i) His first duty in the morning will be to attend to the in-patients and see to their food, water, etc. The first meal should be given by 8 or 9 A.M.

(ii) He should then go through all the camps, examining any persons who may be there, and taking note whether the camps are kept clean.

(iii) He should then go over all the work, enquiring from the headmen and maistries as to the health of their gangs. He should take with him a small basket or case containing any simple medicines and dressings for wounds which might be required, and administer these to any slight cases which he comes across and which are not sufficiently serious to necessitate removal to the hospital.

(iv) During this inspection he should note all thin and neglected children, and issue orders for them to be brought once or twice a day as necessary for special diet.

(v) He is responsible among other things—

(*a*) for removing all sick persons, who should be treated as in-door patients to the hospital;
(*b*) for taking steps for putting any persons on light labour or removing those on light labour to ordinary work;
(*c*) for collecting all persons and children who ought to get special diet;
(*d*) for arranging for food of in-patients and special diet;
(*e*) for reporting at once the presence of any cholera or other infectious disease.

(vi) In the case of all complaints connected with debilitated digestive powers, quality of food, etc., such as dysentery and diarrhœa, he should invariably record in his note-book the statement of the sufferer as to the cause of the complaint with a view to ascertaining if any general action is necessary in such connection, *i.e.*, prohibition of any classes of food, direction for more careful grinding of meal sold, etc.

FORM D-I.

[See appendix D, chapter III, and appendix K, para. 13.]

SUB-DIVISIONAL OFFICER'S INDENT FOR FUNDS.

sub-division. 191 .

Balance after receipt of the last letter of credit.	Cheques subsequently granted.			Closing balance.	Funds required.	Remarks.
	Number.	Date.	Amount.			
			RS.	RS.	RS.	

NOTE.—A brief statement explaining the demand for funds should be entered in the remarks column.

FORM D-II.

[See appendix D, chapter III, and appendix K, para. 14.]

SUB-DIVISIONAL OFFICER'S REGISTER OF FUNDS WITH CHARGE OFFICERS.

Name and number of charge

Date.	Opening balance.	Expenditure.	Amount of cheque granted (if any).	Closing balance (columns 2 and 4 minus column 3).
1	2	3	4	5
	RS.	RS.	RS.	RS.

NOTE.—The register should be checked every week by comparison with the cash balance.

FORM D-III.

[See section 100 (c) of the Code and appendix D, chapter XV.]

NOMINAL MUSTER-ROLL (TASK-WORK).

* GANG NO. OF CHARGE NO.

Month *week ending*

Name of headman

Nature of work

Name of Work-agent

Name of maistry

Price basis, *seers* (of 80 tolas) per rupee.	Date from which it took effect.

PROGRESS OF WORK AND PAYMENTS.—PART I.

(To be filled in for the whole gang, excluding persons or groups separately tasked, for whom the entries will be made in Part II.)

Date.	Quantity of work.		Full wages for full task.	Actual payments.	Initials or signature of maistry and Work-agent.	Remarks.
	Full task.	Work done.				
1						(Here enter description of short work, if any, and state what class of workers is responsible for it.)
2						
3						
etc., to 31						

* In the case of a weakly gang the word 'Weakly' should be entered before the gang number. Weakly persons in an able-bodied gang who are individually tasked should be separately entered in Part II.

NOMINAL

Sub-division
Division

Gang No.
Charge No.

Class.	Distinguishing number of each worker or dependant.	Name of worker.	Village.	1	2	3	4	5	6
Men, Special ...	1								
	2								
	3								
	4								
	5								
	Total number present ...								
	Total amount due if full task is done.								
Men, Class I ...	6 to 35								
	Total number present ...								
	Total amount due if full task is done.								
Men, Class II ...	36 to 50								
	Total number present ...								
	Total amount due if full task is done.								
Women Class I ...	51 to 57								
	Total number present ...								
	Total amount due if full task is done.								
Women, Class II ...	58 to 82								
	Total number present ...								
	Total amount due if full task is done.								
Children, Class III.	83 to 98								
	Total number present ...								
	Total amount due if full task is done.								
Men, Class IV(*a*)... Women, Class IV (*b*), etc.	99 to 103								
	Total number present ...								
	Total amount due if full task is done.								

All entries should be made in ink. No one should be entered in the roll unless seen to be

NOTE.—For use this form should be printed *in extenso* in both English and vernacular type. The numbers may be

ROLL.

Nature of work

Month Week ending

Dates.																									Distinguishing number of each worker or dependant.	Remarks.
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
																									1	
																									2	
																									3	
																									4	
																									5	
																									Total.	
																									Total.	
																									6 to 35	
																									Total.	
																									Total.	
																									36 to 50	
																									Total.	
																									Total.	
																									51 to 57	
																									Total.	
																									Total.	
																									58 to 82	
																									Total.	
																									Total.	
																									83 to 98	
																									Total.	
																									Total.	
																									99 to 103	
																									Total.	
																									Total.	

***present.** The columns should be totalled daily in ink directly the roll-call is finished.*

printed to 135 and a blank page left at the end. The numbers to be printed will, however, vary with the size of the gang.

ABSTRACT OF

Date.	Men.						Women.				Children.	
	Special.		I.		II.		I.		II.		III.	
	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.
1												
2												
3												
etc., to 31												
Total ...												

PAYMENTS.

Dependants gratuitously relieved in cash.												Total cost.
IV (*a*) Male.		IV (*b*) Female.		Children.								
				V (*a*).		V (*b*).		V (*c*)		V (*d*).		
No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	

FORM D-III.—*cont.*

PROGRESS OF WORK AND PAYMENTS—PART II.

(To be filled in when individuals or groups within the gang are separately tasked.)

For use this (Part II) should be printed on separate sheets (one sheet for each week) and attached to the muster-roll.

Names of individuals or headmen of groups.	Gang numbers of individuals or members of groups.	Monday.				Tuesday.				Wednesday.				etc., to end of week.
		Full task.	Work done.	Full wage.	Actual payment.	Full task.	Work done.	Full wage.	Actual payment.	Full task.	Work done.	Full wage.	Actual payment.	

Entries for persons engaged on earthwork should first be made ; then for those engaged in metal-breaking, and so on. Weakly persons individually tasked should be entered separately at the end of each class of work.

NOTE.—The maistry and Work-agent should sign or initial each day's entries at the bottom of the form.

FORM D-III—*cont.*

[See section 113 (*b*) of the Code and appendix D, chap. XV.]

NOMINAL MUSTER-ROLL. (PIECE-WORK.)

Gang No. of Charge No.

Month Week ending Saturday, the

Name of headman

Nature of work

Name of Work-agent

Name of maistry

Price basis seers (of 80 tolas) per rupee.	Date from which it took effect.

PROGRESS OF WORK AND PAYMENTS.

Date.	Numbers of diggers or breakers.	Nature and quantity of work.				Actual payment.	Initials or signature of maistry and Work-agent.	Remarks.
		Soil or stone; lead and lift.	Rate.	Work done.	Maximum allowable.			
1								[Here enter reasons for any abnormal outturn.]
2								
3								
4								
etc., to 31								

FORM

NOMINAL

Sub-division

Division

Gang No.

Charge No.

Class.	Distinguishing number of each worker or dependant.	Name of worker.	Village.	1	2	3	4	5	6	7
Men, Special ...	1									
	2									
	3									
	4									
	5									
	Total number present ...									
Men, Class I ...	6 to 35									
	Total number present ...									
Men, Class II ...	36 to 50									
	Total number present ...									
Women, Class I ...	51 to 57									
	Total number present ...									
Women, Class II ...	58 to 82									
	Total number present ...									
Children, Class III.	83 to 98									
	Total number present ...									
Men, Class IV (a) ... Women, Class IV (b), etc.	99 to 103									
	Total number present ...									

D-III—*cont.*

ROLL.

Nature of work

Month Week ending

Dates.																								Distinguishing number of each worker or dependant.	Remarks.
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
																								1	
																								2	
																								3	
																								4	
																								5	
																								Total.	
																								6 to 35	
																								Total.	
																								36 to 50	
																								Total.	
																								51 to 57	
																								Total.	
																								58 to 82	
																								Total.	
																								83 to 98	
																								Total.	
																								99 to 103	

FORM D-III—*cont.*

ABSTRACT OF PAYMENTS.

Date.	Workers.							Dependants gratuitously relieved in cash.													
	Men.			Women.		Children.		IV (*a*), Men.		IV (*b*), Female.		Children.									
												V (*a*).		V (*b*).		V (*c*).		V (*d*).			
	Special.	Class I.	Class II.	Class I.	Class II.	Class III.	Cost of workers.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Cost of dependants.	Total cost.
1																					
2																					
3																					
&c., to 31																					

FORM D-IV.

[*See* appendix D, chap. XV.]

MAISTRY'S DAILY ABSTRACT. (TASK-WORK.)

Charge No.

Sub-division

Daily abstract of payments to be made to party No.

Name of work

Gangs Nos. to

Price basis, seers (of 80 tolas) per rupee.

Distinguishing number of gang.	Nature and quantity of work.				Full wages for full task.	Workers.												Total wages of workers.	Gratuitously relieved by cash allowances.												Total allowances of dependants.	Grand total of cash payments due.	Signature of Headman.
	Earth-work.		Metal-breaking.			Men, Special.		Men, Class I.		Men, Class II.		Women, Class I.		Women, Class II.		Children D, 10 to 14 years, Class III.			Men, Class IV (*a*).		Women, Class IV (*b*).		Children, 10 to 14 years, Class V (*a*).		Children, 7 to 10 years, Class V (*b*).		Children, under 7 not in arms, Class V (*c*).		Children, in arms, Class V (*d*).				
	Full task.	Work done.	Full task.	Work done.		Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.		Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.			
Total ...																																	

NOTE.—If any of these gangs are temporarily unemployed on the march, or are employed on conservancy, water-supply, or any other services in connection with the charge, and not on the execution of the work in hand, or are members of weakly gangs or are weakly persons individually tasked, the Maistry should give a separate total for—(*a*) the temporarily unemployed, (*b*) those employed on services connected with the charge, (*c*) the weakly gangs and individuals.

Dated

(Signed)

Maistry.

FORM D-IV.

[*See* appendix D, chap. XV.]

MAISTRY'S DAILY ABSTRACT. (PIECE-WORK.)

Charge No. Daily abstract of payments to be made to party No. Gangs Nos. to .

Sub-division Name of work Price basis, seers (of 80 tolas) per rupee.

Distinguishing number of gang.	Workers.							Nature and quantity of work.				Amount due.	Gratuitously relieved by cash allowances.												Total allowances of dependants.	Grand total of cash payments due.	Signature of Headman.
													Men, Class IV (*a*).		Women, Class IV (*b*).		Children, 10 to 14 years, Class V (*a*)		Children, 7 to 10 years, Class V (*b*)		Children under 7, not in arms, Class V (*c*).		Children in arms, Class V (*d*)				
	Men, Special.	Men, Class I.	Men, Class II.	Women, Class I.	Women, Class II.	Children, Class III.	Diggers or breakers.	Nature of soil or stone; lead and lift.	Rate.	Work done.	Quantity allowable.		Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.			
Total ..																											

NOTE.—If any of these gangs are temporarily unemployed on the march, or are employed on conservancy, water-supply, or any other services in connection with the charge, and not on the execution of the work in hand, or are members of weakly gangs or are weakly persons individually tasked, the Maistry should give a separate total for—(*a*) the temporarily unemployed, (*b*) those employed on services connected with the charge, (*c*) the weakly gangs and individuals.

Dated (Signed)

Maistry.

FORM D-V.

[*See* appendix D, chap. XV.]

DAY BOOK OF CHARGE No.———.

For (day) (date)

Price basis, seers (of 80 tolas) per rupee.

Name of maistry.	Nature and quantity of work.				Full wages for full task.	Workers.												Total wages of workers.	Gratuitously relieved by cash allowances.												Total allowances of dependants.	Grand total of cash payments due.	Signature of Maistry.
	Earth-work.		Metal-breaking.			Special.		Men, Class I.		Men, Class II.		Women, Class I.		Women, Class II.		Children, 10 to 14 years, Class III.			Men, Class IV (*a*).		Women, Class IV (*b*).		Children, 10 to 14 years, Class V (*a*).		Children, 7 to 10 years, Class V (*b*).		Children, under 7, not in arms, Class V (*c*).		Children, in arms, Class V (*d*).				
	Full task.	Work done.	Full task.	Work done.		Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.		Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.			
Total ...																																	

NOTE.—The figures for (*a*) those temporarily unemployed, (*b*) those employed on services in connection with the charge, (*c*) the weekly gangs and individuals separately tasked, should be shown on separate sheets.

Dated

(Signed)

Charge Officer.

FORM D-VI.

[*See* appendix D, chap. XV and appendix K, para. 4.]

WEEKLY VOUCHER FOR WAGES OF WORKERS AND CASH ALLOWANCES OF PERSONS GRATUITOUSLY RELIEVED.

Sub-division
Charge No.
Week ending Saturday, the
of

SUBMITTED to the Sub-Divisional officer on (date) by

(Signed)
Charge officer.

Instructions.

This is a voucher for wages and cash allowances only; it should not contain entries relating to any other but workers and persons gratuitously relieved in *cash*. Payments to establishment, miscellaneous payments, cost of food for dependants, etc., should not be entered in it.

2. Each day's payment of wages and cash allowances need occupy only one line in the cash book, but each such payment should refer to the day and date in this voucher for its support; and it should agree with the entries in the same.

NOTE.—For actual use the form should be printed on a longer piece of paper to give room for writing the numbers of each class.

FORM D-VI—*cont.*

WEEKLY VOUCHER FOR WAGES AND CASH ALLOWANCES.

Sub-division . Charge No. . Charge officer . Week ending Saturday, the

Month.		Workers.												Gratuitously relieved by cash allowances.												Total of wages and cash allowances for the day.
Day of week.	Date of month.	Men, Special.		Men, Class I.		Men, Class II.		Women, Class I.		Women, Class II.		Children, 10 to 14 years, Class III.		Men, Class IV (*a*).		Women, Class IV (*b*).		Children, 10 to 14 years, Class V (*a*).		Children, 7 to 10 years, Class V (*b*).		Children, under 7 years, Class V (*c*).		Children in arms, Class V (*d*).		
		Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	
Sunday																										
Monday																										
Tuesday																										
Wednesday ...																										
Thursday																										
Friday																										
Saturday																										

I certify that the number of each class of persons entered herein and their wages entered herein agree on each day with the totals of the same entries in form D-V of my charge.

(Signed)

Charge officer.

Instructions.

In each relief charge the Charge officer will fill up this return every Saturday, for the preceding week, and despatch it at once to the Sub-Divisional officer by special messenger or the post, whichever is quicker.

The Sub-Divisional officer will write up a similar return for any famine payments he has made during the week ; and he will be supplied by the Executive Engineer with a similar return for any payments made in the Divisional office.

The following instructions should be followed in filling in the several columns :—

Columns 3 and 4 should include all relief workers directly employed on the work in hand but *not* the establishment. Headmen of gangs should be counted as relief workers. *Weakly persons individually tasked should be shown under weakly gangs in column 4.*

Column 5 should include all relief workers employed in miscellaneous duties on the works, *e.g.*, on conservancy, water-supply, etc., also nurses who are paid daily wages, and other attendants who are engaged by the Charge officer and paid daily

Personal attendants of the sick in hospital will be shown in column 9.

Column 6 should include all workers temporarily unemployed, as on a rest day, or while on the march, or when temporarily dispersed for cholera, or when work is stopped by bad weather, etc.

Column 11 should give the total of all the sub-columns of columns 7 and 10.

Columns 13 to 16 should include each day's wages of the corresponding classes in columns 3 to 6.

Columns 17 and 18 should similarly include each day's cash allowances. The totals for the week only should be shown for allowances given in food at the kitchen and hospital.

Columns 19 to 22 should include the actual *payments* made under those heads on each day. To prevent unnecessary references in the case of any specially heavy payments being shown in these columns, the Charge officer should give an explanatory note at the foot of the page.

Establishment should include all establishment attached to a particular work—

(*a*) in permanent Government employ, but deputed from another department ; or

(*b*) temporarily engaged.

Tools and plant should include the wages of blacksmiths and carpenters employed on keeping tools in repair, the cost of carriage, and any expenditure on local purchase of tools or of materials for making or repairing them.

Shelter should include expenditure on accommodation for establishment, and as well as on hutting for the persons on relief works, and on the construction of kitchens and hospitals.

Other items should include local purchase of materials, such as blasting powder (if authorized), together with the cost of carriage, string for marking out, occasional cart-hire, etc.

In the case of *piece-work* payments will be shown for the whole gang and not by classes.

FORM D-VII.

[*See* section 94 of the Code and appendix D, chaps. XV and XVI.]

CHARGE OFFICER'S WEEKLY PROGRESS RETURN.

For week ending Saturday, the ——————

Sub-division , Charge No. ——

Submitted to the Sub-Divisional officer on (date) by

(Signed)

Charge officer.

FORM D-VII—*cont.*

CHARGE PROGRESS RETURN FOR THE WEEK ENDING SATURDAY, THE

Sub-division   Charge No.   Charge officer

Name of work   System of work is Famine / Scarcity.   Price basis   seers (of 80 tolas) per rupee.

PART I.—*Numbers on work.*

1	2	3			4			5			6			7			8			9			10			11
Day of month.	Day of week.	Workers.															Gratuitously relieved.									Grand total of all persons relieved (men, women and children together).
		Directly employed in executing the work in hand.						Employed on services connected with the charge.			Temporarily unemployed (Sundays, marching, &c.).			Total.			By allowance of cash or food as dependants.			Hospital patients and their personal attendants by allowances of cash or food.			Total.			
		Able-bodied gangs.			Weakly gangs and individuals.																					
		Men.	Women.	Children.	Men.	Women.	Children.	Men.	W men.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	
	Sunday ...																									
	Monday ...																									
	Tuesday ...																									
	Wednesday.																									
	Thursday...																									
	Friday ...																									
	Saturday...																									
Totals of the week ...																										

Establishment.	Number.	*Establishment.*	Number.	*Tools in hand.*	Number.
Charge officer and Deputy Tahsildars		Clerks and sub-cashiers		Picks	
Permanent Sub-Overseers		Maistries		Mamoties	
Temporary Sub-Overseers		Peons		Hammers	
Other Work-agents		Hospital establishment		Crow-bars, &c.	
Medical subordinates		Kitchen establishment			

FORM D-VII—*cont.*

PART II.—*Expenditure.*

Estimate sanctioned for the work, Rs.
Total expenditure up to date, Rs.

1	2			3			4	5	6	7	8	9	10	11	12
	Wages of workers.								Gratuitous relief in food or cash allowances.			Miscellaneous.			
Date.	Directly employed in executing the work in hand.														
	Able-bodied gangs.			Weakly gangs and individuals.											
	Men.	Women.	Children.	Men.	Women.	Children.	Employed on services connected with the charge.	Temporarily unemployed.	Dependants.	Inmates of hospitals and their personal attendants.	Works establishment.	Tools and plant.	Shelter.	Other items.	Total expenditure.
Totals of the week ...															
Expenditure otherwise than on the charge ...															

NOTE.—Expenditure otherwise than on the charge means the expenditure (if any) incurred off the charge, but for it, and intimated by the Sub-Divisional officer or Executive Engineer. It should be entered in the return next following the receipt of the information.

Incidence of weekly expenditure per unit relieved (weekly total of column 12 (part II) divided by total of column 11 (part I)).

Total number of headmen

Total number of gangs

ORM D-VII—*cont.*

PART III.—*Comparative statement.*

Nature of work.	Full task for the week.*	Work done during the week.	Expenditure during the week on wages of workers directly employed in executing the work in hand.		Incidence.		Standard rate, *i.e.*, normal petty contract rate.	Wages of workers employed in executing the work in hand.		Wages of workers employed on services connected with the charge.		Wages of workers temporarily unemployed, and allowances of dependants and inmates of hospitals with their attendants.		Cost of establishment.		Cost of shelter.		Cost of other items.		Totals of columns 10 to 14.		Total expenditure of the camp.	
			Able-bodied.	Able-bodied and weakly combined.	Of column (4) on column (3).	Of column (5) on column (3).		For the week.	Up to date.	For the week.	Up to date.	For the week.	Up to date.	For the week.	Up to date.	For the week.	Up to date.	For the week.	Up to date.	For the week.	Up to date.	For the week.	Up to date.
1	2	3	4	5	6	7	8	9		10		11		12		13		14		15		16	
						Percentage of cols. 10 to 16 on corresponding sub-column of 9.																	

* In the case of 'piece-work,' *read* 'Maximum work allowable for the week.'

FORM D-VII—*cont.*

PART IV.—*Miscellaneous notes.*

Immigrants from Native States.		Units fed during the week.						Deaths in hospital or on work.	
Name of State.	Number of immigrants.	Where fed.	Men.	Women.	Children.	Total.	Cost of diet.	Disease or cause of death.	Number.
		In kitchen ...							
		In hospital ...							
Total ...		Grand total ...						Total ...	

Remarks.

Concise report regarding any epidemic diseases; any special difficulties; any requirements of tools, plant stationery, or establishment; or any matters which the Charge officer wishes to bring to the notice of the Sub-Divisional officer.

(Signed)

Charge officer.

FORM D-VIII.

[See section 95 of the Code and appendix D, chap. XV.]

GENERAL WEEKLY REPORT BY THE CHARGE OFFICER.

Sub-division Charge No.
Charge officer
Week ending Saturday, the

(*a*)—The physical condition of the people on the work, and of those seeking relief; the condition of the new-comers and children being specially noted.
(*b*)—The condition of the weakly gangs and of weakly persons individually tasked under section 102 of the Code, and the percentage they bear to the total number of workers.
(*c*)—The percentage of the full wage earned for each description of work (in the case of *piece-work*, the percentage of outturn to maximum allowable).
(*d*)—The sufficiency or otherwise of the stock of tools, and of the shelter provided.
(*e*)—The sufficiency or otherwise of the staff.
(*f*)—The sufficiency or otherwise of the supply of small coin.
(*g*)—The condition of the food supplies and market arrangements, the prices actually current on or in the neighbourhood of the works, and the prices used as the basis for converting the wages into cash.
(*h*)—The condition of the water-supply.
(*i*)—Any other information which it is expedient to communicate to his superiors, or which they may call for.

(Signed)

Date of despatch ______________

Charge officer.

Instructions.

One copy should be submitted to the Executive Engineer, through the Sub-Divisional officer; one to the Collector, through the Revenue Divisional officer.
Both should be despatched not later than Sunday.

NOTE.—For actual use this form should be expanded to allow the report to be written under each heading.

Immigrants from Native States.

Native State from which immigrated.	Number of immigrants.
Total ...	

* *General report.*

(Signed)

Sub-Divisional officer.

FORM D-IX.

[See section 94 of the Code and appendix D, chap. XV.]

SUB-DIVISIONAL OFFICER'S WEEKLY PROGRESS RETURN.

Division

Sub-division

For week ending Saturday, the

SUBMITTED by the Sub-Divisional officer.

To the

as No. , dated

Instructions.

1. The Sub-Divisional officer should prepare three copies of this return each week, and despatch the first copy to the Collector, so as to reach his office not later than Tuesday evening. The second copy should be despatched to the Executive Engineer's camp address as soon as possible. The third copy should be taped up with all the D-VII returns of the sub-division and filed as record.

2. The body of the return is prepared by taluks from the totals of the corresponding columns of Form D-VII.

3. * In the space left for 'General report, the Sub-Divisional officer should mention all works that he has himself visited in the week, any epidemic diseases that have attacked the works, any special difficulties that he finds himself confronted with, and any matters in which he seeks the assistance of the Collector or the Executive Engineer, or which he wishes to bring to the notice of either officer.

4. In the case of *piece-work* certain of the headings should be altered as indicated by the footnotes.

NOTE.—For use in districts containing more than ten relief charges, it will be necessary to issue an expanded form for this return, and to give a full opening for Numbers on works,' 'Expenditure' and 'Genera Note.'

FORM D-IX.

Sub-division. Week ending Saturday of 191 .

PART I.—*Numbers on works.*

1 & 2	3			4			5			6			7			8			9			10			11
	Workers.															Gratuitously relieved.									
Name of taluk and distinguishing letters and numbers of charges.	Directly employed in executing the work in hand.						Employed on services connected with the charge.			Temporarily unemployed (Sundays, marching, etc.).			Total.			By allowance of cash or food as dependants.			Hospital patients and their personal attendants by allowances of cash or food.			Total.			Grand total of all persons relieved (men, women and children together).
	Able-bodied gangs.			Weakly gangs and individuals.																					
	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	
Totals for the taluk ...																									
Average per day ...																									

FORM D-IX—*cont.*

PART II.—*Expenditure.*

1	2			3			4	5	6	7	8	9	10	11	12
Name of taluk and distinguishing letters and numbers of the charges.	Wages of workers.								Gratuitous relief in food and cash.		Works establishment.	Miscellaneous.			Total expenditure.
	Directly employed in executing the works in hand.						Employed on services in connection with the charge.	Temporarily unemployed.	Dependants.	In hospitals.		Tools and plant.	Shelter.	Other items.	
	Able-bodied gangs.			Weakly gangs and individuals.											
	Men.	Women.	Children.	Men.	Women.	Children.									
Expenditure in sub-divisional office															
Totals for the taluk (nearest rupee)															
Average per day (nearest rupee)															

NOTE.—In the case of *piece-work*, the expenditure under column 2 to be shown for the whole gang only.

FORM D-IX—*cont.*

PART III.—*Comparative statement.*

Name of taluk and distinguishing letters and numbers of charges.	Nature of work.	Full task for the week.	Work done during the week.	Expenditure during the week on wages of workers directly employed in executing the work in hand.		Other expenditure during the week.	Incidence.		Standard rate, *i.e.*, normal petty contract rate.	Percentage of column 7 to column 6.	Sanctioned estimate.	Expenditure up to date.
				Able-bodied.	Able-bodied and weakly combined.		Of column 5 on column 4.	Of column 6 on column 4.				
1	2	3	4	5	6	7	8	9	10	11	12	13
	Totals for the taluk ...											
	Weekly averages ...											

NOTE.—In the case of *piece-work*, *for* 'Full task' in column 3, *read* 'Maximum work allowable.'

FORM D-IX—*cont.*

PART IV.—*Miscellaneous notes.*

Name of taluk and distinguishing letters and numbers of charges.	Name of Charge officer.	Name of work in hand.	Works establishment.												Tools.					Persons fed (units).						Deaths in hospital and on the works.			
																				Depend-ants.			In hospital.						
			Charge officer.	Deputy Tahsildars, etc.	Permanent Sub-Over-seers.	Temporary Sub-Over-seers.	Other Work-agents.	Medical subordinates.	Clerks and sub-cashiers.	Maistries.	Peons.	Hospital establish-ment.	Kitchen establishment.	Gang-headmen (count-ed and relief workers).	Picks.	Mamoties.	Hammers of sorts.			Men.	Women.	Children.	Men.	Women.	Children.	Cholera.		Other.	Total.
		Totals for the taluk ...																											

The following works are in progress :—

Taluk.	Name of work.	Number of charges.	System of work.

(Signed)

Executive Engineer.

FORM D-X

[See section 94 of the Code and appx. D, chap. XV.]

EXECUTIVE ENGINEER'S ABSTRACT WEEKLY PROGRESS RETURN.

Circle

Division

For week ending Saturday the of 19 .

SUBMITTED by the Executive Engineer.

To the

as No. , dated

Instructions.

1. The Executive Engineer should prepare three copies of this return each week, and despatch one to the Superintending Engineer and one to the Chief Engineer. The third copy should be taped up with all the D-IX returns of the division and filed as record.

2. The body of the return is prepared from the totals of corresponding columns of form D-IX the totals for each taluk being shown separately and then the totals for each sub-division and finally the totals and averages for the division.

FORM D-X—*cont.*

division Week ending Saturday the

PART I.—*Numbers on works.*

1	2			3			4			5			6			7			8			9			10
Name of sub-division and taluk.	Workers.															Gratuitously relieved.									Grand total of all persons relieved (men, women and children together).
	Directly employed in executing the work in hand.						Employed on services connected with the charges.			Temporarily unemployed (Sundays, Marching, etc.).			Total.			By allowance of cash or food as dependants.			Hospital patients and their personal attendants by allowances of cash or food.			Total.			
	Able-bodied gangs.			Weakly gangs and individuals.																					
	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	
Totals for the division																									
Average per day ...																									

FORM D-X—*cont.*

Part II.—*Expenditure.*

1	2			3			4	5	6	7	8	9	10	11	12
	Wage of workers.								Gratuitous relief in food and cash.			Miscellaneous.			
	Directly employed in executing the works in hand.														
Name of sub-division and taluk.	Able-bodied gangs.			Weakly gangs and individuals.			Employed on services in connection with the charge.	Temporarily unemployed.	Dependants.	In hospitals.	Works establishment.	Tools and plant.	Shelter.	Other items.	Total expenditure.
	Men.	Women.	Children.	Men.	Women.	Children.									
Expenditure in divisional office ...															
Totals for the division (nearest rupee) ..															
Average per day (nearest rupee) ...															

Note.—In the case of *piece-work*, the expenditure under column 2 to be shown for the whole gang only.

FORM D-X—*cont.*

PART III.—*Comparative statement.*

Name of sub-division and taluk.	Nature of work.	Full task for the week.	Work done during the week.	Expenditure during the week on wages of workers directly employed in executing the work in hand.		Other expenditure during the week.	Incidence.		Standard rate, *i.e.*, normal petty contract rate.	Percentage of column 7 to column 6.	Sanctioned estimate.	Expenditure up to date.
				Able-bodied.	Able-bodied and weakly combined.		Of column 5 on column 4.	Of column 6 on column 4.				
1	2	3	4	5	6	7	8	9	10	11	12	13
	Total for the division ...											
	Weekly average ...											

NOTE.—In the case of piece-work, *for* 'Full task' in column 3 *read* 'Maximum work allowable.'

FORM D-X—*cont.*

PART IV.—*Miscellaneous notes.*

Name of sub-division and taluk.	Works establishment.												Tools.					Persons fed (units).						Deaths in hospital and on the works.		
																		In kitchens.			In hospital.					
	Charge officer.	Deputy Tahsildars, &c.	Permanent Sub-Overseers.	Temporary Sub-Overseers.	Other Work-agents.	Medical subordinates.	Clerks and sub-cashiers.	Maistries.	Peons.	Hospital establishment.	Kitchen establishment.	Gang-headmen (counted and relief workers).	Picks.	Mamoties.	Hammers of sorts.			Men.	Women.	Children.	Men.	Women.	Children.	Cholera.	Other.	Total.
Total for the division ...																										

FORM D-XI.

[See appendix D, chap. XV, and appendix K, para. 14.]

DAILY REPORT CARD.

The object of the daily report is to convey general information, and specially information as to gross expenditure, at a very early date, without going into details. The report may be given in various forms to suit local requirements, but in all cases the form should be as simple as possible, and all its figures should be directly obtainable from the totals of the form D-V and the cash book. It should not contain information that will do quite as well in the weekly reports.

The following is an example of a suitable form and should ordinarily be adopted.

The name of the district and the address should be printed on the card. The charge number may also be conveniently printed. For each different address there should be a differently coloured card, as light green for the Sub-Divisional officer, pink for the Collector, white for the Executive Engineer. This greatly facilitates distribution and prevents frequent confusion.

Those cards which it is quicker or more convenient to send by post should be printed on post-cards, with the Charge officer's signature on the *address* side of the card: those within the district will usually be sent by special messenger. In a district where there are a great number of relief works in progress a special service of *tappal* runners to carry these and the very numerous other returns and documents connected with famine-relief should be organized.

Sub-division ____________

Charge No. ______. Date ____________

Work ____________

1. Number on the charge

Workers.			Gratuitously relieved.			Total.		
Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.

2. Are people crowding in ? ____________
3. Quantity of work done ____________ c. ft.
4. Expenditure for the day ____________
5. Money left in cash and cheques, Rs. ____________
6. All gangs paid up to ____________
7. Epidemics, or accident, or loot, etc. ____________

(Sd.)

Charge officer.

FORM D-XII.

[See section 67 (*e*) of the Code and Appendix D, chap. XV.]

FORM OF INSPECTING OFFICER'S REPORT.

division. district.

Notes of an inspection made by

on

Charge No. Charge officer

Despatched to as No. , dated

Instructions.

This form of inspection report is intended to have two uses. It is intended for the use of every officer who is engaged on departmental relief works, as a guide to the principal points of management, organization, and field accounts which require his attention and active assistance. It is intended as a form for the submission of formal inspection reports, to be made from time to time on each relief charge in the manner laid down below by the Executive Engineer, Revenue Divisional officer, Public Works Sub-Divisional officer, Public Works Inspectors and any other officers deputed to inspect public works. It is *not* intended for use as a mere vehicle of criticism.

2. Whenever an officer submits a report in this form, he must devote at least one whole day to a charge; he must see that his facts are correct, that his counting is complete in the manner done (either by sampling gangs or by a full count); and he must record in each case the steps taken by him to remedy the defects reported. If there are serious defects, he must stay on the charge two or three days, if possible, and get them righted so far as practicable at the time.

NOTE.—Special attention should be paid to checking the accounts (appendix D, paras. 91 and 92).

FORM D-XII—*cont.*

Instructions.

3. Each relief charge should be formally reported on in this manner about once in three weeks. Full or sample counts of the workers and dependants should be taken on other occasions whenever practicable, but they need not be specially reported.

4. When a full count is taken, it should be made without any warning. A whole party should be stopped, the workers and dependants given 10 minutes to seat themselves, and then counted up by head and entered in a note-book ruled in lines for gangs, men, women, and children. While the count of a party is in progress, the workers and dependants must remain seated : as soon as it is over a second signal should be given to resume work. A full count is better directed to checking the gross numbers of gangs, men, women, and children. It is impracticable to at the same time check their correct classification in the muster-rolls : this is better done during the sample counts which are made by means of the muster-rolls (point No. XVIII of report). Two officers working together from opposite ends of a work make a more satisfactory count than is possible by a single officer. In a task work the whole of the people in it should be seated simultaneously.

5. When the Revenue Divisional officer makes a report in this form, he will submit it to the Collector through the Executive Engineer.

6. The Sub-Divisional officer's report will not go beyond the Executive Engineer, but Visiting Inspector's reports will be forwarded by the Sub-Divisional officer to the Executive Engineer.

7. The Executive Engineer should make an inspection report in this form when practicable and submit it to the Collector.

Report.

General.—(*a*) Is the charge 'open' for recruitment, or is it a 'closed' charge? (*b*) On what work or works are the people employed? (*c*) Enter in the margin the reported numbers of attendants this day and for the three previous days, workers, gratuitous, total. (*d*) If there have been any great differences, note the explanation given by the Charge officer. (*e*) Are the numbers of attendants on other relief works in the vicinity rising, fairly steady, or falling?

I. *Future work.*—(*a*) How many more days' work is there here? (*b*) Where will the workers go next? (*c*) Is there enough work marked out ahead for a month?

II. *Admission.*—(*a*) Are the arrangements for receiving, registering, and placing new-comers in good order? Are the new-comers put in separate gangs and individually tasked? Is the task low enough at the outset, and is it gradually raised? (*b*) Are weakly persons put in separate gangs, or are they individually tasked under section 102 of the Code, and is the task low enough? What proportion do their numbers bear to the total number of workers? (*c*) Are immigrants from other districts and members of aboriginal tribes kept in separate gangs? (*d*) If a system of selection is in force, have the new-comers got their tickets of admission? (*e*) Are the numbers engaged in miscellaneous duties excessive?

III. *Conservancy.*—(*a*) Are yellow flags fixed at the 150 yards range? (*b*) Is the intervening ground clean? (*c*) Is there a staff of men to enforce conservancy rules?

IV. *Water arrangements.*—(*a*) Are wells selected and guarded as directed? (*b*) Are they disinfected regularly? (*c*) Are the arrangements for water carriage and distribution in proper order?

V. *Shelter.*—(*a*) Are there enough screens for those who live on the works? (*b*) Are they strongly made? (*c*) What proportion of the persons attending the works live on them?

VI. *Food supplies.*—(*a*) Quantity and quality, (*b*) Prices of some of the principal foods. (*c*) Does there appear to be any combination of the local men?

VII. *Condition of the workers.*—Specially notice the condition of the weakly gangs, weakly persons individually tasked, new-comers, mothers with children in arms, and children under seven years of age who have been a short time on the works.

VIII. *Kitchens.*—(*a*) Are the arrangements satisfactory? (*b*) What food is being given to adults, and (*c*) to children? (*d*) Is the food digestible?

IX. *Hospitals.*—(*a*) Is there a separate hospital for this charge? (*b*) If not, where are the sick sent to? (*c*) Are there isolated huts for small-pox patients? (*d*) Is there a spare hospital ahead ready for an epidemic? (*e*) What arrangements are there for discovering the sick and sending them to hospital? (*f*) Look into food and wages accounts of the hospital and report results. (*g*) Is the hospital management satisfactory?

X. *The dead.*—What are the arrangements for disposing of corpses?

XI. *Complaints.*—State result of enquiries into complaints made.

XII. *Difficulties.*—State any peculiar difficulties in the proper management of this charge.

XIII. *If able to make a complete count* of the numbers attending this work, give a short note of the results as compared with the reported numbers.

NOTE.—On such occasions it will scarcely be possible to fill in the remainder of this report, and it is not expected.

XIV. *Daily routine.*—(*a*) At what hours is the mustering done? (*b*) At what intervals are wages paid, and (*c*) at what hours, and (*d*) by whom?

FORM D-XII—*cont.*

Report—cont.

XV. *Establishment.*—(*a*) How many work-agents are there, and (*b*) gang maistries? (*c*) Do they seem to know the rules and to understand their duties? (*d*) Are they all provided with huts or tents? Note any who appear to be, (*e*) specially good men, (*f*) incompetent or lazy. (*g*) compare the establishment attendance book with the acquittance roll. (*h*) Is the establishment excessive?

XVI. *The work.*—(*a*) Is the work on the 'famine' or on the 'scarcity' system? (*b*) What is the task or rate on this work? (*c*) Is the work marked out in such a way that it can be understood by the people and effectively checked? (*d*) Do the work-agents keep their measurement notes on the work done up to date? (*e*) Are the carriers correctly proportioned to the diggers or breakers? (*f*) What proportion of the gangs is earning the full wage? (*g*) What percentage of the full wage do the average earnings represent? (*h*) Give separate figures for able-bodied and weakly gangs and explain any remarkable figures. (*i*) How does the expenditure up to date compare with the sanctioned estimate? (*j*) How does the rate of expenditure compare with the normal petty contract rate?

XVII. *Muster-rolls.*—(*a*) Are the D-III rolls correctly kept and the abstracts properly entered? Give results of some checks.

XVIII. *Checking numbers by samples.*—(*a*) Muster one gang, at random, in each maistry's party on the spot and check the entries in D-III for the day. (*b*) Then count up the whole number of gangs on the work and estimate the number of men, women, and children by the mean numbers of the counted gangs. State the results.

XIX. *Checking accounts.*—(*a*) Take the checked D-III rolls to the charge head-quarters. Then compare them with the entries in the D-IV abstracts of the day and note any differences. (*b*) Take the complete set of D-IV abstracts for three or four days back, and compare their totals with entries in the D-V book for the same day. (*c*) Compare the D-V book with the entries in the cash book. (*d*) Trace out and look into the accounts for cooked food, comparing expenditure with the number of persons being fed. (*e*) Examine the contingent expenditure, scrutinizing the vouchers. (*f*) Compare the D-V book and cash-book entries with the last two or three weeks' D-VII return. (*g*) Check the price basis. (*h*) See that the cash balance is not excessive. State results.

XX. *Funds and coin.*—What are the arrangements for (*a*) keeping in funds, (*b*) transport and custody of coin, (*c*) keeping up supply of copper coin? Are they working satisfactorily?

XXI. *Fire protection.*—Are all huts, specially in the head-quarter's camp, protected from fire and starving cattle by mud or 'cowdung plastering'?

XXII. *Stores, tools, and baskets.*—(*a*) Are the registers in good order so that every transaction is traceable? (*b*) What numbers of spare picks, mamoties (hammers in a stone breaking work), and baskets are there? (*c*) Is anything wanting?

XXIII. *Office matters.*—If there is any unnecessary writing or account rendering, notice it here.

General Report.

As regards general condition and management of the works and conduct of the Charge officer.

(Signed)

NOTE.—For actual use this report should be printed *in extenso* in 3 columns, the 1st for the questions, the 2nd for the Inspecting officer's notes and the 3rd for Superior officers' remarks.

APPENDIX E.—VILLAGE WORKS.

1. On the first warnings of scarcity the Collector is required to examine the programme of village works with a view to testing its adequacy and deciding in what order the works will be opened. Non-departmental works should not be opened at the outset if a sufficient number of private works are available.

Private works (unaided).

2. The Collector should use his influence to induce landowners and others, who have undertaken or may be ready to open unaided private works, to commence them on the first warnings of scarcity. He should not, however, in any way interfere in the management of such works.

3. The Tahsildar will obtain on every Saturday evening from the persons who have undertaken unaided private works the weekly returns prescribed by section 120 of the Code in form E-I. He should compile a single return for the taluk in the same form and submit it to the Collector (with a copy to the Divisional officer) so as to reach him not later than Monday morning.

4. It will be the duty of the village accountant to fill up the return daily, if so required by the person undertaking the work. Where unaided private works are numerous, they may be grouped together in such numbers that they can be visited by one man daily, and the Collector may appoint a special maistry on pay of not more than Rs. 15 *per mensem* for the group.

5. The Tahsildar and the Village Works Inspector (if any) should from time to time verify the numbers shown as attending the work and report to what classes of persons generally they belong, but they shall in no case interfere with the management.

Private works (aided).

6. On the first warnings of scarcity the Local Government should allot to each division such sums as may, with reference to local conditions and the local programmes, be required for advances under Act XIX of 1883. The Famine Commissioner should distribute such allotments over districts, and Collectors should select from the programmes such works as are urgently required. If the allotment is insufficient, the Collector should telegraph the fact and his requirements to the Famine Commissioner, who should, if possible, arrange for a transfer from another district, or report the matter to the Local Government.

7. In making the allotments the Local Government should fix the average proportion recoverable for each district. The proportion to be recovered in individual cases should be fixed by the Collector, but the previous sanction of the Famine Commissioner is necessary if that proportion varies by more than 25 *per cent.* from the average proportion fixed for the district.

8. Advances may be given by the Collector, provided that the allotment is not exceeded, for any work which has been entered in the programme of village works. In the case of works not entered in that programme, advances may be given only after the work has been located, measured and estimated, and then only to persons who have proprietary rights in land or can give security for repayment: in such cases, the special sanction of the Famine Commissioner is required for any advance for a single work which exceeds Rs. 500. If the proprietors of the land agree to the work being done by the villagers, advances may be made on the joint bond of the principal villagers.

9. In determining the amount of the advance, the Collector should follow the estimates for works which have been duly entered in the programme. For other works, advances may be made according to circumstances at rates not more than 25 *per cent.* in excess of the ordinary local rate.

10. The advances will ordinarily be given in three instalments, viz., two-fifths before the work has been commenced, two-fifths when it is approximately half finished and one-fifth when it has been passed as completed after due inspection.

11. Before making an advance, the Collector should take an agreement in form E-II from the grantee and carefully explain the conditions to him.

12. When the first instalment of the advance has been disbursed, the necessary entries should be made in the register form E-III.

13. On the tenth and twenty-fifth day of each month the Collector should submit to the Famine Commissioner in form E-IV a list of the advances made by him.

14. The management will ordinarily be conducted by the grantee, and the control of the Collector will ordinarily be restricted to seeing that the work is regularly carried on, that wages are regularly paid and that the other conditions of the agreement are observed. Special care should be taken to prevent subordinate officials from harassing the grantees.

15. As regards measurements, it will ordinarily be sufficient, if the works have been properly located and measured out beforehand, to make a careful inspection of the work when it is about half done as a preliminary to the disbursement of the second instalment of the advance, and again to measure up the work when completed. If the final measurements agree substantially with those specified in the original estimate, the account should be closed, any difference being disposed of by the Collector.

16. The Collector should as the work progresses make the necessary entries in the register form E-III.

17. The grantee should on every Saturday evening furnish the Tahsildar with a labour return in form E-I. It will be the duty of the village accountant to fill up the return daily, if so required by the grantee. Where aided private works are numerous, they may be grouped together in such numbers that they can be visited by one man daily, and the Collector may appoint a special maistry on pay of not more than Rs. 15 *per mensem* for the group.

18. The Tahsildar should compile a labour return in the same form for the taluk and submit it (with a copy to the Divisional officer) to the Collector so as to reach him not later than Monday morning. He should also report at the same time as to the matters refered to in paragraph 14 *supra* and as to the classes of persons generally employed on the works.

Non-departmental works.

19. Non-departmental works should be opened generally in accordance with the provisions of section 77 of the Code, but, if it is found that only certain classes of persons are employed on private works, it may be necessary to open non-departmental works irrespective of those provisions.

20. Non-departmental works should be managed by one of the agencies mentioned in section 121 of the Code. If it is necessary to employ official agency for the management, the Collector should appoint a suitable manager under the control of the Tahsildar or Village Works Inspector (if any).

21. The procedure indicated in section 122 of the Code should be followed.

22. Where the works are managed entirely by non-official agency, the Manager will ordinarily be kept in funds by periodical advances in lump sums. In such cases, the procedure laid down for aided private works should be followed.

23. (*a*) Where the works are managed by official agency, the manager will be given a permanent advance and will deal direct with the sub-treasury. The permanent advance should be sufficient for two to three weeks' expenditure according to the distance of the work from the sub-treasury, but it should invariably be recouped *weekly* in order that the payments at the sub-treasury may agree with the weekly return of expenditure.

(*b*) Recoupment should be made on an abstract bill in form E-VI. This bill should be accepted as a voucher: it should be accompanied by a copy of the cash-book, with sub-vouchers for all items (not being wages) of more than five rupees.

(*c*) The abstract bill should be submitted in duplicate to the sub-treasury officer, who, after passing it, should return one copy to the Manager as an advice. This advice should be kept for record on the work, in order that it may always be avialable for purposes of inspection.

24. (*a*) The muster-roll should be kept in form E-VII. Where wages are not paid daily, attendance should be recorded daily, but payments should be entered only on the date on which they are actually made. It is necessary that measurements and payments should be up to date at the end of the week, in order that the weekly bill may be promptly submitted and may contain a record of actuals up to date.

(*b*) The gang-headmen should take the muster-rolls every evening to the Manager, who should post his day book, form E-VIII, from them.

25. The Manager should on every Saturday evening furnish the Tahsildar with a labour return in form E-I. The Tahsildar should compile a labour return in the same form for the taluk and submit it (with a copy to the Divisional officer) to the Collector so as to reach him not later than Monday morning. A weekly statement in form E-VI should also be submitted by the Tahsildar along with form E-I, whether the works are managed by official or non-official agency, the required information being obtained from the Manager in time.

26. The Village Works Inspectors appointed under section 123 of the Code should be professionally qualified men ordinarily drawing a consolidated salary of from Rs. 75 to Rs. 100 *per mensem*. They should have no clerical establishment, but should be allowed a peon or two. They should also be given a small permanent advance to meet contingent expenditure.

27. The Collector may appoint such maistries as he may require, provided that their pay in no case exceeds Rs. 15 *per mensem*.

28. A stock register of tools and plant and other dead stock of a non-perishable nature should be kept up in form K-XIII.

29. A ledger in form E-V should be kept up for each non-departmental work (whether financed by a permanent advance or an advance in a lump sum) in both the head-quarters and the divisional office. The information will be obtained from form E-VI.

30. Inspecting officers should specially attend to the matters treated of below:—

(*a*) What classes are admitted and, if a system of selection is in force, have they got tickets?

(*b*) What is the condition of the workers?

(*c*) What establishment is there?

(*d*) Is the work marked out in advance? Do the people understand what they have to do?

(*e*) What is the task? What proportion of the full task is done?

(*f*) At what hours is the mustering done? Are the muster-rolls correct and up to date? Are the entries always made in ink and totalled without delay? Specially examine any great variations in the numbers attending on successive days.

(*g*) At what intervals are wages paid? Is there any complaint of delay? Is the proper price basis used?

(*h*) Are measurements always completed before payments are made? Check them by actual measurement.

(*i*) What percentage of the full wage is earned?

(*j*) Compare muster-rolls with the day book and the latter with the cash-book. See that they agree with the advices of the weekly bills sent from the treasury.

(*k*) Is the balance in hand excessive?

(*l*) Is the dead-stock register properly maintained?

(*m*) Specially examine the incidences of expenditure for work done and per unit relieved, first for the last week and secondly up to date. Look up the sanctioned estimate and see that the progress made is roughly proportionate to the expenditure incurred.

FORM E-I.

[See appendix E, paras. 3, 17 and 25.]

LABOUR RETURN, WEEK ENDING SATURDAY,

Name of { grantee or manager ______
{ work ______

Village. Circle. Taluk.

Day.	Men.	Women.	Children.	Total number.
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday...				
Friday				
Saturday				
Total ...				
Daily average ...				

Date (Signed)

FORM E-II.

[See appendix E, para. 11.]

FORM OF AGREEMENT TO BE ENTERED INTO BY THE GRANTEES OF PARTLY RECOVERABLE ADVANCES FREE OF INTEREST.

An Agreement made the day of 191 between the Secretary of State for India in Council (hereinafter referred to as the Secretary of State) of the one part and A. B. son of of (residence) C.D. son of of (residence) and so on (hereinafter referred to as the grantees) of the other part.

FORM E-II—*cont.*

Whereas the Secretary of State considers it expedient to grant a loan to the said grantees in connection with the pending famine operations for the purposes and on the conditions hereinafter appearing.

Now this Agreement witnesseth as follows:—

1. The Secretary of State hereby grants a loan of Rs. to the said grantees for the purpose of (*here describe the work to be carried out*).

2. The said grantees shall use and apply the loan solely for the purpose specified in the last preceding clause.

3. The said grantees shall carry out all directions which the Collector of the district or any other persons duly authorized in this behalf may give to them with respect to (*a*) the manner in which the work shall be executed, and (*b*) the periodical returns to be furnished.

4. The said grantees shall (*a*) employ local labour, (*b*) keep the work regularly open, (*c*) pay the labourers at such periods as the Collector of the district may prescribe.

5. The said grantees shall complete one-half of the work for which this advance is obtained within the space of after receipt of the first instalment; and shall complete the whole of the said work within the space of after receipt of the second instalment of the said advance.

6. Balance of the said advance which remains after the said first two instalments have been paid shall be payable to the grantees by the Collector of the district within the space of fourteen days after completion of the work for which the advance is given: provided that the Collector is satisfied (*a*) that the works have been done in the manner agreed on, (*b*) that the quantities of work done are substantially the same as the estimated quantities, and (*c*) that the conditions contained in this agreement on the part of the grantees have been faithfully observed by them.

7. In the event of a breach by the said grantees of any of the conditions contained in the second and third clauses, the loan shall be deemed to have been misapplied, and all sums which may have been paid to the said A.B. on account of the loan shall thereupon become due and recoverable at once without interest.

8. If the said grantees duly observing and carrying out all the conditions hereinbefore contained complete the work to the satisfaction of the Collector, the Secretary of State will remit * of the total amount of the loan and hold the said A.B. free and discharged from all liability in respect of the repayment of the same.

9. When a portion of the loan is remitted under the provisions of the fifth clause the balance, viz., Rs. , being of the total amount of the loan, shall be repaid by the said grantees to the Secretary of State without interest at the place and by the instalments specified below:—

—	Place.	Date.	Amount.
1			
2			
etc.			

Provided that the Collector may postpone the dates on which such instalments shall become due at his discretion.

10. All sums due by the said grantees under this agreement shall be recoverable from them as if they were arrears of land revenue due by the said grantees.

11. † The said grantees hold themselves jointly and severally responsible for the repayment of the loan according to the conditions hereinbefore contained.

In witness whereof the parties hereto have hereunto set their hands the day and year above written.

(Signed)

Collector on behalf of Secretary of State.

(Signed) A.B.

C.D.

etc.

Witnesses:

Note.—This agreement, not being of the nature of a mortgage, will not require to be registered.

* The proportion (*one-quarter or one half*, or other proportion as the case may be) should be entered here.
† This clause should be struck out when the loan is made to a single person.

FORM E-III.

[See appendix E, paras. 12 and 16.]

REGISTER OF AIDED PRIVATE WORKS.

Taluk, . Circle

Serial number.	Name of village and its population.	Brief description of the work.	An estimate of the			Name of applicant for a loan.	Amount of loan applied for.	Portion of loan to be remitted.	Number and date of		Instalment of loan given and date of payment.				Date of commencement of the work.	Date of completion of the work.	Quantity of work done.	Date of repayment of the loan.			Remarks.
			Quantity and kind of work.	Cost of work.	Number of persons it will support for six months.				Report to Famine Commissioner.	Sanction by Famine Commissioner where required.	First.	Second.	Third.	Fourth.				First instalment.	Second instalment.	Third instalment.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

NOTES.—(*a*) For each circle there should be a separate register, but all the registers of a district may be bound up into one book for convenience.
(*b*) A map of the district should be bound in at the end of the book, and may be most conveniently traced from the ordinary survey map.
(*c*) The position of every village work entered in the register should be marked on the map by its register number, written in black figures within a small red circle.

FORM E-IV.

[See appendix E, para. 13.]

LIST OF AIDED PRIVATE WORKS FOR WHICH ADVANCES HAVE BEEN MADE BY THE COLLECTOR.

District.	Number in programme of village works.	Number in the district register of relief works.	Taluk.	Village.	Brief description of work.	Estimate of cost.	Advance made by Collector.	Portion of advance to be remitted.	Advance previously sanctioned for relief works in the same village.		Remarks.
									Total.	Portion recoverable.	
1	2	3	4	5	6	7	8	9	10	11	12

Allotment received from Famine Commissioner up to date ... .
Advances given up to date ... ...

Balance available ...

FORM E-V.

[See appendix E, para. 29.]

LEDGER OF NON-DEPARTMENTAL WORKS.

Nature of work .

Estimate sanctioned, Rs. . Village . Circle Taluk.

Week ending.	Full task for the week.	Work done during the week.	Work done up to date.	Full wages for full task of the week.	Expenditure during the week.					Total expenditure up to date.	Number of units relieved		Incidence for work done			Incidence per unit relieved.	
					Wages.	Tools and plant.	Establishment.	Other items.	Total.		During the week.	Up to date.	Of column 6 on column 3.	Of column 10 on column 3.	Of column 11 on column 4.	Of column 10 on column 12.	Of column 11 on column 13.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

[This form to be printed on paper of *red* colour.]

FORM E-VI.

[See appendix E, paras. 23 (*b*) and 25.

WEEKLY ABSTRACT OF NON-DEPARTMENTAL WORK CHARGES.

Name and number of work Village Circle Taluk.
Date of the last bill drawn Estimate sanctioned for Rs.
Date of this bill Price basis seers (of 80 tolas) per rupee

Number of units relieved during the week.	Nature and quantity of work.			Full wages for full task.	Wages actually paid.	Cost of tools and plant.	Cost of establishment.	Cost of other items.	Total expenditure of the week.	Total expenditure up to date.	Incidence of expenditure.			Remarks.
	Nature of work.	Full task.	Work done.								Column 6 on column 4.	Column 10 on column 4.	Column 10 on column 1.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

(*Signed*) Manager.

Passed for Rupees (in words)

(*Signed*) Sub-treasury officer.

FORM E-VII.

[See appendix E, para. 24 (*a*).]

MUSTER-ROLL ON NON-DEPARTMENTAL WORKS.

Name of work Number of gang. *
Village Circle Taluk.

Serial number.	Class of worker.	Name.	Residence (name of village should be entered)	Month and year.																															Remarks.
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
			Total.																																

PROGRESS OF WORK AND PAYMENTS.

Nature of work
Price basis seers (of 80 tolas) per rupee.

Date of month.	Full task.	Work done. Full wages for full task.	Numbers and wages actually paid.													
			Men (special).		Men (class I).		Men (class II).		Women (class I).		Women (class II).		Children 10 to 14 years.		Total.	
			Nnmber.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.
1 to 31...																

NOTE.—For use the abstract should be printed *in extenso* on the back of the muster-roll. The entries should be made in ink and totalled without delay.

* In the case of a weakly gang the word 'weakly' should be entered before the gang number. Weakly persons in an able-bodied gang, individually tasked under section 102 of the Code, should be separately entered at the end.

FORM E-VIII.

[See appendix E, para. 24 (b).]

DAY BOOK FOR NON-DEPARTMENTAL WORK. Nature of work.

Village Circle Taluk Price basis seers (of 80 tolas) per rupee.

Number of gang.	Full task.	Work done.	Full wages for full task.	Numbers and wages actually paid.																Signature of gang-headman.
				Men (special).		Men (class I).		Men (class II).		Women (class I).		Women (class II).		Children 10 to 14 years.		Children in arms.		Total.		
				Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	

APPENDIX F.—GRATUITOUS RELIEF IN VILLAGES.

1. *Preliminary List.*—The preliminary list referred to in section 52 of the Code should be maintained in form F-I.

2. *Special register.*—The special register referred to in section 141 of the Code should be maintained in form F-II, the form being printed on strong paper and backed with cloth. *The copy kept by the village headman must never be removed from the village.*

3. *Ticket.*—The ticket referred to in section 142 of the Code should be in form F-III and be given to every individual brought on the list, on admission to relief.

NOTE.—The above rules apply whether the relief is given at kitchens or in the shape of doles.

4. All payments should be entered in ink as soon as made, in forms F-II and F-III. In the case of form F-II, the entries should be totalled on any day on which payments are made, as soon as the payments have been completed.

5. *Distribution of relief.*—*(a)* When the allowances are ordered to be distributed in grain, the Divisional officer should appoint a grain-dealer for every village or other central place of distribution (see section 211 of the Code). Such grain-dealer should weigh out to each recipient, in the presence of the distributor and at least one other member of the local committee or *panchayat* referred to in section 147 of the Code, the quantity of grain due for a week's relief.

(b) If, on the other hand, cash payments are authorized, a sum equivalent to a week's relief (at one-fourth the monthly rate, which will be fixed by the Collector every month with regard to the price basis sanctioned by the Famine Commissioner) should similarly be given to each recipient. In this case, the allowances due should be calculated to the nearest number of pice (quarter-annas), the benefit of all fractions being given to the recipient.

(c) In either case, the period of the week should synchronize all over the district and should invariably end on a Saturday. Persons admitted to relief in the course of the week should on admission be given what is due until the end of the week. Thus, if the week ends on the seventh of the month, all persons on the list will be given a week's relief on the first of the month, and a person admitted to relief on the fifth of the month will be given three-seventh of a week's relief.

6. *Permanent advance.*—When it is decided that the relief should be distributed in cash, the permanent advance to be given to the village headman under section 147 *(b)* of the Code should be sufficient to meet a fortnight's requirements. If in any case the Divisional Officer appoints as distributor for the purposes of these rules for any village or group of villages any member of the local sub-committee or *panchayat* referred to in section 147 *(a)* of the Code in lieu of the village headman, the latter should make over a portion of his permanent advance to such distributor reserving with him only as much as may be required for the purposes of casual relief referred to in section 149 of the Code.

7. *Abstract bill.*—At the end of every week, the distributor should submit an abstract bill in form F-IV or F-V to the Circle officer. The Circle officer should check the bill arithmetically and by reference to the last bill, and draw up a consolidated bill for the circle in a similar form, which he should submit in duplicate to the sub-treasury. This bill should be accepted as a voucher.

8. The Sub-treasury officer should check the bill arithmetically and should then immediately cash it, sending the money to the Circle officer, and sending one copy of the bill as passed to the Divisional officer.

9. *Distribution.*—The Circle officer will then at once forward the amounts drawn to the distributors or grain-dealers as the case may be.

10. It is of the utmost importance that there should be no delay in the submission or encashment of bills.

11. *Cash book or stock register.*—The distributor should enter all receipts and payments in a cash book, in case of cash payments. When grain doles are given, a stock register should be maintained. One entry will suffice for the distribution made on one day.

12. *Ledger.*—A ledger should be kept up in the taluk and divisional offices in form F-VI.

13. *Register of gosha women's relief.*—A register should be kept up in form F-VII (or a corresponding form) when action is taken under section 145 of the Code. Although relief to *gosha* women employed on spinning cotton or winding silk, &c., is treated as gratuitous relief, the account should be kept separately, separate permanent advances being given, and bills for recoupment being submitted in form F-VIII. The advances should be recouped on the same date as in the case of village relief.

14. *Casual relief.*—A separate register should be kept up in form F-IX for casual relief under sections 144, 149 and 197 of the Code. A separate permanent advance should be given, and it should be recouped, on the same date as in the case of village relief in Form F-X.

15. *Weekly report.*—The village headman should submit on every Saturday evening to the Tahsildar, with a copy to the Circle officer, a weekly report for his village showing the numbers of men, women and children relieved on each day of the week, (i) by doles in cash orgrain as the case may be, and (ii) by way of casual relief (see sections 144 and 149 of the Code), together with particulars of the expenditure incurred. Officers in charge of police stations should similarly report every Saturday evening to the Tahsildar, with a copy to the District Superintendent of Police, the numbers of men, women and children relieved by them on each day of the week under section 197 of the Code and the cost of the relief.

16. The Tahsildar should submit, so as to reach the Collector not later than Monday morning (with a copy to the Divisional officer), a consolidated weekly return in form F-XI.

NOTE.—For particulars of those relieved at kitchens, see paragraph 22 of appendix G.

17. Inspecting officers should see—

(1) that the numbers relieved are correctly recorded in the village list, and
(2) that the quantity of grain or cash allowance distributed in the village is the amount due, and corresponds with the supplies of grain made and accounted for and the money drawn from the sub-treasury.

The following procedure will secure a thorough inspection :—

(*a*) muster the recipients (other than *gosha* women), comparing their relief tickets with the village list, and testing the entries in them by personal enquiry;
(*b*) see that the entries are in ink, that the columns have been duly totalled, and that a line has been drawn through all the blank payment columns when relief has been discontinued;
(*c*) see that the correct price basis has been used, and test the arithmetic of a certain number of entries;
(*d*) compare the payments shown in the village list with the amounts drawn from the treasury, the latter information being obtained from the copy of the consolidated circle bill sent to the Divisional officer;
(*e*) compare the payments shown in the village list with those shown in the cash book or stock register of grain;
(*f*) verify the cash balance with the distributor.

FORM F-I.

[See section 52 of the Code and appendix F, para. 1.]

PRELIMINARY GRATUITOUS RELIEF LIST.

Date of entry.	Particulars of persons eligible for gratuitous relief.						Remarks.
	Name and parentage.	Names of relatives (if any) living.	Caste.	Sex.	Age.	Why eligible * [denote by (*a*), (*b*) or (*c*), etc.].	

* NOTE.—The following classes of persons shall be eligible for gratuitous relief, provided that they have no relatives able, and by the custom of the country bound, to support them :—

(*a*) idiots and lunatics;
(*b*) cripples;
(*c*) blind persons;
(*d*) all persons who, from age or physical infirmity, are incapable of earning their living;
(*e*) all persons whose attendance on the sick or on infant children in their own homes is abosolutely necessary; and
(*f*) persons of respectable birth, including *gosha* females, who are unable to earn a livelihood and are in danger of starvation.

FORM F-II.

[See section 141 of the Code and appendix F, para. 2.]

SPECIAL REGISTER OF PERSONS ADMITTED TO GRATUITOUS RELIEF.

Village Price basis seers (of 80 tolas) per rupee.

Class of dependant.	Serial number in class.	Name and parentage.	Names of relatives (if any) living.	Caste.	Date of admission.	Signature of admitting officer.	Dates of distribution and amounts paid.																													Date of removal from the list.	Signature of officer removing.
							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

NOTE.—(a) This register should be in book form, fresh entries being made village-war every month.
(b) The recipients should be grouped by classes according to the allowances they receive, a separate series of numbers being allotted to each class.
(c) Where payments are not made daily, the entries should be made only on the actual dates of payment for the actual sums paid.
(d) When a name is removed from the list, the officer removing should draw a line through the blank payment columns.
(e) The columns should be totalled daily. All entries should be made in ink.

FORM F-III.

[See section 142 of the Code and para. 3 of appendix F.]

RELIEF TICKET.

Name of holder Class Number in special register (form F-II).

(Signature of person granting ticket.)

—.—	October.	November.	December.	January.	February.	March.	April.	May.	June.	July.	August.	September.
Amount distributed												
Initials of distributor and date ...												

NOTE.—All entries should be made in ink.

[This form to be printed on paper of *light blue* colour.]

FORM F-IV.

[See appendix F, para. 7 and appendix K, paras. 4 and 8.]

ABSTRACT BILL FOR GRATUITOUS RELIEF IN VILLAGES.

Date of the last bill drawn.

Date of this bill.

Price basis seers (of 80 tolas) per rupee.

[This form should be used when the doles are in cash.]

Name of circle and village.	Number of regular recipients.						Total cost of regular recipients.	Number of units for a day newly admitted.						Total cost of newly admitted.	Grand total cost.
	Class (allowance).	Class (allowance).	Class (allowance).	Class (allowance).	Class (allowance).	Class (allowance).		Class (allowance).	Class (allowance).	Class (allowance).	Class (allowance).	Class (allowance).	Class (allowance).		
														RS.	RS.

NOTE.—To get the number of units for one day the distributor will add up the total number of daily entries in the village register opposite the name of each person newly admitted.

Passed for Rupees (in words)

(Signed)

Sub-treasury officer.

[This form to be printed on paper of *dark blue* colour.]

FORM F-V.

[See appendix F, para. 7 and appendix. K, paras. 4 and 8.]

ABSTRACT BILL FOR GRATUITOUS RELIEF IN VILLAGES.

Dtea of the last bill drawn.
Date of this bill.

Price basis seers (of 80 tolas) per rupee.
Price at which grain has been supplied seers (of 80 tolas) per rupee.

[This form should be used when the doles are in grain.]

Name of circle and village.	Number of units for one day relieved and amount payable under each class.												Total amount of grain distributed.	Total cost
	Class.		Class.		Class.		Class.		Class.		Class.			
	Number of units for one day.	Amount of grain distributed.	Number of units for one day.	Amount of grain distributed.	Number of units for one day.	Amount of grain distributed.	Number of units for one day.	Amount of grain distributed.	Number of units for one day.	Amount of grain distributed.	Number of units for one day.	Amount of grain distributed.		

Note.—To get the number of units for one day the distributor will add up the total number of daily entries opposite each name in the village list for the period in question.

(Signed)
Grain-dealer.

We certify that the price at which the grain was supplied (*i.e.,* seers per rupee) is not in excess of the prevailing market rates in the village.

(Signed) *Village headman or other distributor.*
(Signed) *Village accountant.*
(Signed) *Circle officer.*

Passed for Rupees (in words)

(Signed)
Sub-treasury officer.

FORM F-VI.

[See appendix F, para. 12.]

VILLAGE GRATUITOUS RELIEF LEDGER.

Name and number of circle.	Numbers in receipt of relief on the last day of the week ending ________																		

FORM F-VII.

[See section 145 of the Code and appendix F. para. 13.]

REGISTER OF RELIEF GIVEN TO GOSHA WOMEN TO WHOM COTTON IS GIVEN TO SPIN, THE THREAD PRODUCED BEING SOLD.

Village Circle. Taluk.

Date.	Name of person.	Quantity of cotton given.	Quantity of thread returned.	Amount of wages paid.			Method of disposal of thread and amount of proceeds, if sold.
1	2	3	4	5			6
				RS.	A.	P.	

FORM F-VIII.

[This form to be printed on paper of *terra-cotta* colour.] [See appendix F, para. 13, and appendix K, paras. 4 and 8.]

ABSTRACT BILL OF RELIEF UNDER SECTION 145 OF THE CODE.

For the fornight ending

Date of last bill

Date of this bill

	Numbers relieved.				Cost of relief.	Receipts.
	Men.	Women.	Children.	Total.		
					RS.	

NOTE.—Any receipts should be credited with the fortnightly bill.

Passed for Rupees (in words)

(Signed)

Sub-treasury officer.

FORM F-IX.

[See appendix F, para. 14.]

REGISTER OF CASUAL RELIEF GIVEN BY THE VILLAGE HEADMAN OR POLICE OFFICERS, ETC.

Village Circle Taluk.

Date.	Name and residence (if ascertainable) of person relieved.	Particulars of relief.	Amount of relief given.			Disposal of person relieved.
1	2	3	4			5
			RS.	A.	P.	

NOTE.—This form should show relief given under sections 144 and 149 of the Code, and should also be used by the police.

FORM F-X.

[This form to be printed on paper of *orange* colour.] [See appendix F, para. 14, and appendix K, paras. 4 and 8.]

ABSTRACT BILL OF CASUAL RELIEF.

For fortnight ending Date of last bill

Date of this bill

	Numbers relieved.				Cost of relief.
	Men.	Women.	Children.	Total.	

Passed for Rupees (in words)

(Signed)

Sub-treasury officer.

FORM F-XI.

[See appendix F, para. 16.]

WEEKLY RETURN OF PERSONS GRATUITOUSLY RELIEVED OTHERWISE THAN ON WORKS AND IN POOR-HOUSES IN THE TALUK OF FOR THE WEEK ENDING

Days of the week.	By doles in cash or grain.					At kitchens.					By casual relief.					Total expenditure in the week.
	Men.	Women.	Children.	Total.	Cost.	Men.	Women.	Children.	Total.	Cost.	Men.	Women.	Children.	Total.	Cost.	
Sunday					RS.					RS.					RS.	
Monday																
Tuesday...																
Wednesday																
Thursday																
Friday																
Saturday																
Total ...																

(Signed)

Tahsildar.

APPENDIX G.—KITCHENS ON WORKS AND ELSEWHERE.

1. *Construction.*—A kitchen should consist of one or more cooking-sheds, a water-shed, a store-room and one or more eating-sheds: if no trees are available, it may have a few shelter sheds attached to it. It should be sub-divided into caste and *panchama* sections, each section having a separate entrance. The walls should be built of mud, the long wall of the cook-rooms and store-rooms being furnished with buttresses to give it stability. The outer and partition fences should be constructed of thorn bushes tied to transverse sticks which must be securely fastened to upright poles placed at intervals from each other near enough to ensure the stability of the fences. The fences should be stiff enough to prevent egress and ingress. A ditch should be dug round the whole enclosure, to prevent superficial drainage flowing into it: to carry the inside drainage, small open drains should be made leading from the enclosure into the ditch.

2. The eating-sheds should be separated by a suitable interval from the cooking-sheds to avoid risk from fire.

3. Kitchens for the relief of dependants on works should not be located at great distances from the works. When the works extend over widely scattered areas, several smaller kitchens are more convenient than one large kitchen.

4. *Admission.*—(*a*) *General.*—Every person on first admission to a kitchen should be furnished with a ticket of wood or tin, to be worn round the neck at meal times.

(*b*) *Kitchens on public works.*—The tickets should be stamped with the number of the gang, and the class and number in the gang. The gang-headman should, after the daily roll-call, bring the dependants in his gang to the kitchen and deliver with them to the Superintendent of the kitchen a memorandum signed by the maistry in charge of the gang showing the numbers of dependants present on the work. The Superintendent should keep a record of the number of dependants of each class present at each meal, and report the same to the Charge officer every evening.

(*c*) *Kitchens in villages.*—The tickets should be stamped with the number of the kitchen the number borne by the mess and the person's number in that mess.

5. *Attendance.*—An admission and attendance register should be maintained in form G-I for all persons relieved in kitchens.

6. *Classification into messes.*—To facilitate the issue of the cooked rations, the inmates of each section should be classified into suitable messes according to their ages.

NOTE.—(1) Very young children are often unable to feed themselves and should usually be placed in the charge of some bigger child or of an adult, if no one is in charge of them. The elder person should first finish his meal: he will afterwards receive the ration of the young child in his charge and feed it under the special observation of the mess-cook.

(2) The following plan has been found to work well: divide the people into Sudras, Mussalmans, Chucklers and Pariahs, and allot to each set a separate feeding space marked by a suitable flag thus:—

Caste section ...	Sudras ...	White flag.
	Mussalmans ...	Green „
Panchama section	Chucklers ...	Blue „
	Pariahs ...	Red „

7. *Distribution of food.*—There should be two meals, one in the morning and the other in the afternoon. The Collector should fix the times for the meals in consultation with the District Medical and Sanitary officer. It is important that the meals should be regular, in order that inspecting officers may be able to time surprise visits. Half an hour before meal time, the Superintendent should call the attendance register. As soon as a person's name is called, he should enter the enclosure and obtain from his mess-cook his eating utensils, and then sit down in his usual place in the eating-shed of his mess. If the person attending has no plate or vessel of his own, he should be furnished with one. Leaves stitched together will serve as plates.

8. The Collector should, in respect of each class of dependant, prescribe the size of the measure to be used for measuring the ration of cooked grain, after careful enquiry as to the manner in which the grain composing the ration is customarily cooked in the locality.

NOTE.—A form of measure similar to that used in moulding bricks was employed in 1891–92 in the North Arcot district for measuring cooked ragi where it was eaten in the form of a stiff porridge, and was found very suitable in that district, as well as in districts where cholam or cumbu was similarly cooked.

9. *Removal of cooked food prohibited.*—All food supplied should be eaten in the eating-sheds. The removal of cooked food should be strictly forbidden.

10. *Eating utensils.*—Eating utensils are not to be removed from the kitchen premises, and care must be taken that the utensils of the *panchama* section never get mixed with those for the use of the caste section and *vice versa*. A stout basket should be provided for each mess in which its utensils should be kept when not required for use.

11. *Establishment.*—The establishment to be provided for a kitchen serving 300 persons is given below:—

	Approximate monthly pay. RS.		Approximate monthly pay. RS.
(1) Superintendent... ...	15 to 20	(4) Three water-women ...	2 to 3
(2) Two cooks	4 to 5	(5) Two scavengers ...	2 to 3
(3) Two warders	4		

NOTE.—Extra cooks may be provided on the scale of one for every 100 in excess of 300. A similar extra establishment of warders, water-women and scavengers is permissible.

12. *Superintendent.*—The Superintendent will be under the immediate orders of the Charge officer in the case of kitchens on public works, and of the Circle officer or other authority appointed by the Collector in the case of kitchens in villages. He will be responsible for the maintenance of discipline, the carrying out of regulations, the cleanliness of the kitchen and its surroundings, the sufficiency and purity of the water-supply, and the condition of the persons attending the kitchen. He should obtain daily, on indent from an agent appointed for the purpose, the supplies required for his kitchen. He should personally weigh and distribute the uncooked rations for each mess twice daily. Where the rations admit such treatment, the component items should be mixed together or soaked in water before being given to the cooks, as this will deprive them of most of their saleable value. After the morning issue the Superintendent should place the grain remaining under lock in the store-room of the section for which it has been procured. After the issue of the uncooked rations he should give out to each mess-cook the eating utensils in use by his mess or messes, and after each meal inspect the utensils to ascertain that they have been cleansed and, after seeing them put into their respective baskets, lock them up in the store-room. He should remain till the kitchen is closed.

13. *Warders.*—Warders should be appointed to each section of the kitchen. They should maintain order among the applicants for food and watch as far as possible the issue of the rations, at once reporting to the Superintendent if they consider that the ration issued is short. At the end of each meal they should carefully inspect each applicant as he goes out, to see that neither cooked food nor utensils are removed. They should also ascertain that the servants on leaving the kitchen do not take away any food or utensils belonging to the kitchen. One warder must always be on the premises of the kitchen to prevent unlawful egress or ingress. The warders should sleep in their respective sections every night.

14. *Cooks.*—The cooks should carry the supplies required for their respective sections. They should be present two hours before each meal to receive the raw rations and eating utensils of their respective messes, and should cook and distribute the food. After each meal they should collect and cleanse the eating utensils of their messes and replace them in the store-room of their sections.

15. *Water-carriers.*—The water-carriers should thoroughly sweep out their respective sections, the rubbish they collect being deposited in a fixed place for removal by scavengers. They should also cleanse their sections after each meal, fill the pots for drinking and culinary purposes and supply all water required during meal times and move among the inmates, ready to supply water to any one asking for it.

16. The cooks and water-carriers should be chosen with reference to caste requirements.

17. *Scavengers.*—The ground round the kitchen should be thoroughly cleaned daily, all filth and sweepings being removed and buried or burned.

18. *Indents for food.*—The Superintendent should total the attendance register after every meal. From it every evening he should post up the diet register, to be kept in form G-II, and prepare from the total entries an indent of the supplies required on the following day. The indent of food for any one day will thus be based on the *attendance of the previous day.* If a number of persons are admitted in the course of the day, a supplementary indent should be submitted, the necessary entries being made and explained in the diet register. The agent supplying the food should keep all indents for at least a month, in case they should be called for.

19. *Expenditure*—(*a*) *Kitchens on public works.*—The rules are given in appendix D, chapter XV.

(*b*) *Kitchens in villages.*—The Superintendent should be given a permanent advance, sufficient for a fortnight's expenditure. From this he will meet all charges, *including those for establishment.* He should pay the food bill on the last day of the week. He should recoup his advance direct from the sub-treasury on the last day of each week, on a copy of his cash-book, which will serve as a voucher. The copy of the cash-book should be signed by the Superintendent and also by the agent supplying the food, who should attach a receipt stamp if his total charges for the week exceed Rs. 20. The Sub-treasury officer should note on an advice in words the amount passed and paid. This advice should always be kept in the kitchen so as to be available at times of inspection.

20. A dead-stock register in form K-XIII should be maintained for articles that are not perishable.

21. The following registers should be maintained in the taluk and divisional offices, for each civil kitchen :—

(*a*) a continuous record of the prices charged for the staple food in each week, and
(*b*) a ledger in form G-III.

22. The superintendent of a village kitchen should submit every Saturday evening to the Tahsildar, for incorporation in form F-XI, a weekly return showing the numbers of men, women and children fed in the kitchen on each day of the week together with the cost of such relief. The superintendent will send a copy of this return to the Circle officer.

23. *Inspection.*—(*a*) There are two times when inspection should be made, viz.—

(i) when the uncooked food is served out,
(ii) when the cooked is being distributed.

(*b*) Surprise visits are absolutely necessary, and it will be impossible to check the distribution of uncooked food, the attendance, and the distribution of cooked food on one day satisfactorily.

24. The following procedure will secure a thorough inspection :—

(*a*) check the register of admission and attendance, and compare it with the diet register ;
(*b*) compare the diet register with the cash-book, sending, if necessary, for the original indents and ascertain whether the diet register and indent are always completed before delivery of food is taken ;

NOTE.—This is important, as any irregularity in this matter raises suspicion of collusion with the agent supplying the food.

(*c*) check the totalling of the cash-book, and compare it with advices of remittances from treasury ;
(*d*) see that the establishments have received their wages as entered in the cash-book, and that their numbers are not excessive ;
(*e*) enquire into any unusual contingent expenditure ;
(*f*) specially examine the prices charged for the food supplied, making enquiries in the village if necessary ;
(*g*) see that the recipients of food have their tickets, know their rations, and feed in regular groups ;
(*h*) note the condition of the children who have been for some time at the kitchen ;

NOTE.—If the condition of the children is good, the presumption is that they are receiving their full rations : while if it is bad, the presumption is that there is leakage of food.

(*i*) at meal times note the quality and in the case of food like ragi, cholam or cumbu porridge, the consistency of the food, and enquire from the recipients whether they usually get food of that kind ;
(*j*) check the dead-stock register ;
(*k*) note carefully the incidence of expenditure per head relieved (1) for diet only, and (2) for total expenditure.

25. Members of relief committees and other respectable persons residing in the circle should be encouraged to visit village kitchens and record their impressions in an inspection book to be kept by the Superintendent.

[See appendix G, para. 5.]

FORM G-I.

ADMISSION AND ATTENDANCE REGISTER.

For the month of   at Kitchen No.   Village,   Circle,   Taluk.

Serial number.	Date of admission.	Officer admitting.	Number and date of order of admission.	Name of person admitted.	Father's or husband's name.	Caste and sex.	Age.	Class of dependants.	Days and meals of attendance.																														
									1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	2	3	4	5	6	7	8	9	10																														

Instructions.

(*a*) Every month a fresh page should be opened, the serial numbers being retained. Each class should have a separate series of numbers, and blank spaces should be left for fresh admissions and for the totals of the class.

(*b*) Attendance may conveniently be recorded by signs. Where two meals are given daily, the following signs may be used:—

present at morning meal \
" evening " /
absent ○

present at both meals ×
" morning, but absent at evening meal ⊘
absent at morning, but present at evening meal ○
" both meals ◎

(*c*) The signs of attendance should invariably be written in ink.

(*d*) The totals for the day may be conveniently shown as—$\frac{24}{20}$, where 24 persons were present at the morning and 20 persons were present at the evening meal. The number of units fo the day would then be $\frac{24+20}{2}=22$.

(*e*) If the officer admitting is himself present, it will be sufficient if he puts his initials in column 4.

(*f*) When a name is struck off, the words 'struck off' or corresponding term should be entered in ink across the blank cloumns for 'days of attendance,' and the date of removal shoul be written in full.

(*g*) The register should be closed and totalled in ink directly the roll-call is finished.

[See appendix G, para. 18.]

FORM G-II.

DIET REGISTER.

Kitchen No. , Village, Circle, Taluk.

Date.	Class of dependants.	Attendance on previous day.	Number of tolas for ration.	Total of food in seers (of 80 tolas).	Number of seers and totas.								Signature of Superintendent.
					Rice or other grain.	Pulse.	Salt.	Tamarind.	Chillies.	Onions.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14

NOTE.—All entries should be made in ink.

[See appendix G, para. 21 (b).]

FORM G-III.

KITCHEN RELIEF LEDGER.

Kitchen No. , Village, Circle, Taluk.

Week ending.	Total numbers relieved on the last day of the week.	Expenditure during the week.		Incidence.		Total number of units relieved up to date.	Total expenditure up to date.	Incidence of column 8 on column 7.
		Diet.	Total expenditure.	Of column 3 on column 2.	Of column 4 on column 2.			
1	2	3	4	5	6	7	8	9

Column 7.—For the purposes of this column the number of units in any week will be obtained by multiplying the total of the number relieved on the last day of the week by seven.

APPENDIX H.—POOR-HOUSES.

1. *Buildings.*—The enclosure wall of a poor-house should preferably be made of mud, in which case its repair will ordinarily afford employment to the inmates. If it is necessary to use grass or hurdle screens as walls, they should be mud-washed as a precaution against fire. There should be at least two main exits from the poor-house not less than eight feet wide. No thatched or inflammable roof or material should be employed in any structure within 50 feet on either section of the exits. A number of large pots filled with water should be kept ready against fire. The standard plans, specification and schedules for a famine poor-house will be found in Appendix L.

2. The shelter may consist of long sheds, running along the enclosure wall, or of separate huts. Huts are somewhat more expensive than sheds, but are cleaner, safer and more convenient. A few huts should be isolated by a bamboo fence to contain new arrivals under observation. The walls and roof of the cook house, clerk's residence, store-room and office should ordinarily be of corrugated iron. A small hut for the peons should be erected in a central spot, from which the gates and the interior of the poor-house should be visible. Open sheds should be constructed in front of the huts or shed for feeding or working, as may be required. There should be a thickly thatched hut for storing water.

3. A hospital shed, with accommodation for the Medical officer attached, should be constructed at a modera tedistance from the poor-house on a site to be selected by the District Medical and Sanitary officer or an Assistant Surgeon deputed by him. A separate hut for the reception of infectious diseases should be constructed at a greater distance from the poor-house to secure complete isolation: its construction should on no account be deferred until the actual appearance of epidemic disease. Both the hospital and the segregation huts should have their own separate latrines. A small latrine should also be erected for the staff.

4. *Reception of applicants.*—A peon should be always on duty to direct applicants to the enclosure reserved for their reception. If necessary, some official with a supply of cooked food should be present at all hours of the day.

5. *Food.*—The food should be distributed twice a day, unless the District Medical and Sanitary officer, with the sanction of the Collector, directs that only one meal a day be given. If necessary, a stock of food can be stored, but ordinarily it will be sufficient to contract with a merchant to provide the daily requirements. Every evening there should be enough grain in store for two days' supply and enough flour for the next day, the grain being ground every day for the food of the following day. The flour should be carefully weighed out for cooking, and a definite relation fixed by experiment between the weight of the raw and the cooked food. The cooked food should be tested constantly by weighment by the Superintendent and the visitors who should also see whether it is thoroughly cooked and is served in as palatable a state as possible.

6. The inmates should be arranged in rows in the feeding-sheds in their own enclosures, and the number of rations required for each enclosure should, after being counted by an official at the cook-room door, be taken to them and distributed. A plate or pot should be given to each inmate in which to receive the liquid portion of the meal. The inmates should be supervised while eating their meal and not be allowed to get up till it is eaten or to give any away.

7. Special care should be taken to see that the children are not deprived of any part of their meal, and that they do not save any part of it for their parents.

8. *Water-supply.*—Drinking water should invariably be drawn from a well outside the poor-house. The well should be carefully preserved from contamination, and no one should be allowed to draw water except the staff appointed for this purpose, who should be of appropriate caste. If possible, a second well should be reserved for drinking purposes and kept closed until required. Empty kerosine tins should be kept stored and cleaned frequently so as to be ready in case epidemic breaks out and it becomes necessary to get water from a distant well. The water required for use during the day should be stored in earthen pots or iron vessels in the water house, whence it should be supplied by means of a vessel with a metal channel or pipe (தூக்குசட்டி or గోకర్ణము) to persons requiring it. No person except the water-carrier in charge should be admitted to the water-house.

9. A separate well should be kept for bathing and washing clothes at some distance from the poor-house and the drinking well. It should have a trough or bath, to which the paupers should be marched in detachments to bathe, as often as is thought good, with reference to the climate and time of year. Another trough should be used for washing clothes in.

10. *Medical.*—The gums of all inmates should be occasionally examined for the purpose of detecting scurvy. The issue of a ration of vegetables twice a week is very desirable: in the absence of vegetables, fresh limes should be given.

11. *Sanitary arrangements.*—Two night latrines with earthen or iron receptacles should be provided inside the enclosure. Other latrines are best provided on the trench system with a moveable screen: they must be at a sufficient distance, but not too far away, and to leeward of

the prevailing winds. Many of the inmates of the poor-houses will be friendless, very old, blind and lame, and a couple of children, one of each sex, should, if possible, be told off to help any such person to the latrine, etc.

12. If cholera or other epidemic disease breaks out, the following procedure should be adopted :—

(1) the water-supply should be at once changed, the former source of supply being effectually closed and the new wells being disinfected with permanganate of potash before being brought into use;

(2) all food (except grain actually stored in the poor-house at the time of the occurrence of the outbreak) should be destroyed;

(3) six inches of earth should be removed from the floor of the huts or sheds: if the roof is of thatch, it should be burned;

(4) the trenches in use should be filled up, the grass screen burned and a new latrine erected on an entirely new site;

(5) all drains should be washed down with a solution of perchloride of mercury (one in 1,000) and hydrochloric acid;

(6) if there is over-crowding, the inmates of the least infected huts or sheds should be separated into small gangs, and any gangs remaining free from disease after five days should be drafted off to a suitable locality, after bathing and having their clothes thoroughly disinfected.

13. The paid establishment of a poor-house (500 inmates) should ordinarily be as given below :—

	Approximate monthly pay. Rs.
(1) Superintendent ...	25 to 50
(2) Hospital assistant...	*
(3) Clerk ...	10 to 20
(4) Cooks ...	4 to 5
(5) Water-carriers ...	3 to 4
(6) Sweepers ...	1 *plus* food
(7) Scavengers...	1 *plus* food
(8) Overseers ...	1 *plus* food
(9) Peons ...	4
(10) Gate-keeper ...	4

* He will ordinarily receive the pay of his grade and a charge allowance of Rs. 10 *per mensem.*

When the poor-house is not in the neighbourhood of a dispensary, the hospital assistant will ordinarily (except in the cases of very large poor-houses) be appointed superintendent. When a poor-house is in the neighbourhood of a dispensary, there will be no need for a hospital assistant, but a superintendent will be required.

14. *Superintendent.*—The Superintendent will be the immediate subordinate of the Tahsildar. He should be acquainted with English and the vernacular. His duty is general supervision, including the maintenance of discipline and the enforcement of sanitary regulations. In particular he should—

(*a*) attend at the admission enclosure morning and evening at fixed hours, dispose of applicants, and see that they are duly registered in form H-I and brought on to the nominal roll, form H-II;

(*b*) examine the grain received from the contractor, test its quantity and quality, enter it in the stock register, and see that it is securely stored under a good lock or sufficient guard;

(*c*) attend at feeding time, and see that the food is correct in amount and well-cooked;

(*d*) muster the establishment daily, recording their attendance in a register, and satisfy himself that they know and do their duties properly;

(*e*) see that all the prescribed registers and forms are duly kept up;

(*f*) arrange for the inmates to be organized into gangs and parties and given suitable work;

(*g*) daily inspect the sleeping quarters after they have been swept, and the latrines after they have been cleaned morning and evening;

(*h*) pay special attention to the water-supply and satisfy himself daily that it is pure.

15. *Medical officer.*—The Medical officer will be responsible that all the requirements of a hospital are provided and that the sheds are dry and ventilated. He should send in to the Superintendent a daily return showing the number of sick in hospital, the daily admissions, discharges and deaths, and the number of rations and the quantity of extra food required for his patients. He should also keep up a nominal register of all admissions, their diseases and history. He should constantly inspect the inmates of the poor-house to see whether they are improving or the reverse, prescribing special diet for those who are markedly emaciated, but not forcing any to enter the hospital unless this is absolutely necessary. He should report at once to the Superintendent if he considers that the food is any way insufficient or bad or that the work exacted is too severe for any of the inmates.

16. *Clerk.*—The clerk should, if possible, be a member of the Tahsildar's permanent establishment. He should keep up the returns and registers of which the forms are given at the end of this appendix. He should also provide supplies on indents furnished to him by the Superintendent and Medical officer, and keep an account of receipt and issue of store and food.

17. *Cooks.*—The number of cooks will vary according to the food to be cooked and the physical state of the poor-house inmates: where the latter are very feeble, more cooks will be required to carry and distribute the cooked food than where there are able-bodied inmates who can be so employed. One male and two female cooks for every 100 inmates should suffice under any circumstances. They must be *brahmins* and, as a rule, should not be selected from among the inmates. As the rations are given out to the messes by their own cooks, the responsibility is limited to them, and any deficit should at once be made good by a minor indent on the store, the cost being recovered from the pay of the cooks concerned.

18. *Water-carriers.*—Water-carriers (women for choice) should be selected from among the appropriate castes and, if possible, from the inmates. Every morning and evening they should fill up the water-pots in the sleeping quarters and feeding enclosures, and supply the cook-room. The number may vary from one to two for every 100 inmates.

19. *Sweepers.*—Sweepers should be selected from the females in the poor-house and convalescent ward of the hospital. Every morning, on return from the latrines, they should sweep up the whole area of the poor-house under the superintendence of a warder: after meals all rubbish collected should be deposited outside the enclosure in some selected spot, from which it will be removed by the scavengers.

20. *Scavengers.*—Two scavengers will be appointed for every 100 inmates. For any fraction of 100 more than 25 and less than 50 one additional scavenger, and for any fraction over 50 two additional scavengers, will probably be required. At 5 A.M. the scavengers should remove the night *chatties* and clear out the latrines: in the evening they should replace the *chatties*, again cleanse the latrines, and fill up the latrine water-pots. During the day they should remove the sweepings from the enclosure and dig pits for the reception of night soil.

21. *Overseer.*—The overseer should keep the nominal register of the inmates. If these number more than 150, a second overseer should be appointed. He should ordinarily be a respectable, literate inhabitant of the taluk, of good caste.

He should marshal the inmates in the morning to the early meal, take the roll-call, and give a slip to the clerk in the following form:—

Attendance on the morning of

Name of gang-man.	Men.	Women.	Children.	Total.	Total amount of grain in pound.

During the day he should supervise the work of the gangs, either generally or of any particular set of gangs as the Superintendent may direct. In the evening he should again marshal the inmates to the evening meal, take the roll-call and proceed as in the morning.

22. *Peons.*—Peons will be required in the proportion of one for the Superintendent and one for the hospital, and an additional peon for every 200 paupers over 300. Distressed villagers should ordinarily be forthcoming to do this work.

23. *Gate-keeper.*—One gate-keeper should always be on duty to receive applicants admitted or persons brought to the poor-house, and to direct them to the Medical officer.

24. *Organization.*—There should be one gang-man or monitor to each enclosure, a female being appointed to the female enclosure. These persons will be responsible for the discipline of all the residents in their enclosure at night, when at work, or when eating. If the members in an enclosure are small, persons of good caste may be allowed to sit a little apart in working and eating from the other members of the gang and may have a portion of the shed walled off for them. If no gang-man or monitor can be found among the inmates, an outsider should be employed on a ration of 1½ lb. of grain, which may be given uncooked.

25. At 5 A.M. all inmates in the poor-house should be turned out to the latrines by the warders on duty; they will then be escorted by the warders to the place set apart for ablution; at 8 A.M. they should return, and at 8-15 A.M. the first drum should be beaten; they should then

fall in by messes in the feeding enclosure to receive food; the sweepers should afterwards sweep up the camp enclosure, and the water carriers should fill up the water-pots and supply the cook-room; those inmates whose turn it is to wash clothing should go in charge of a warder to the place set apart for this purpose. All inmates should return at 4 P.M. At 4-30 P.M. the first drum for the evening meal should be beaten; after this the enclosure should be swept up; at 6 P.M. the inmates should fall in by messes for roll-call, and then be sent to the sleeping quarters.

26. *Eating utensils.*—Eating utensils should be supplied to messes on the indent of the overseer, countersigned by the Superintendent. When any member of a mess leaves, the utensils should be returned, a receipt for them being taken by the overseer: those that are in use should be in the charge of the mess cooks, who after the evening meal should place them in a shed set apart for the purpose along with the mess cooking-pots. The eating utensils of each mess should be kept in strong baskets provided for the purpose: if any is missing at meal time, the overseer should report the fact to the Superintendent, and after each meal he should personally see that the mess cooks get back the proper number.

27. *Work.*—Work should be of a light description, such as supplying water, sweeping enclosures, repairing fences or huts, rope-making, spinning, stone-breaking, basket-making, etc. Rice cleaning or grinding is suitable work for women of respectable castes: two women in good health should easily grind 30 *seers* of grain a day, or enough for 60 adults, but if they are enfeebled, two relays of two women each should be allowed for each mill.

28. *Doolies.*—A couple of blanket doolies should be ready at the quarters of the Superintendent to remove the sick to hospital in case of necessity.

29. *Disposal of the dead.*—Two *vettiyans* or sweepers should be attached to the poor-house to remove and dispose of corpses, unless the deceased has friends who are willing to perform the funeral rites of his caste. The usual fees for cremation or burial should be paid.

30. A diet register should be kept in form H-III, and a food stock register in form H-IV. These registers should never be kept by the same person, if this can be avoided.

31. A dead-stock register for all articles that are not perishable should be kept in form K-XIII.

32. The Superintendent should be given a permanent advance sufficient for a fortnight's requirements. He should enter all receipts and payments in a cash-book.

NOTE.—The hospital account should be kept on separate forms, but otherwise in the same way.

33. The Superintendent should recoup his permanent advance *on the last day of every week* on a bill in form H-V. This bill should be submitted to the Sub-treasury officer, accompanied by one copy of the cash-book and sub-vouchers for every contingent item of over five rupees.

34. The sub-treasury officer should after arithmetical check immediately cash the bill. He should note in words on an advice the amount passed and paid. This advice should be kept by the Superintendent, so as to be available at times of inspection.

35. The superintendent should submit on Saturday evening to the Tahsildar (with a copy to the Divisional officer) a weekly report in form H-VI, showing the numbers relieved on each day of the week. The Tahsildar will compile a statement in similar form for his taluk and submit it so as to reach the Collector not later than Monday morning.

36. A ledger should be kept in form H-VII both at the taluk and divisional offices.

37. Inspecting officers should pay special attention to the discipline and sanitation of the poor-house, seeing that all persons able to do some work are given work. They should also—

(*a*) check the attendance by the nominal roll and admission register, comparing the two and see that the departure of an inmate is properly recorded and that the words 'struck off' are written across the blank columns of the nominal roll;

(*b*) check the diet register by the nominal roll, and see that both are totalled daily and that all entries are made in ink;

(*c*) examine the stock register, counting the stores in hand and comparing issues with the corresponding entries in the diet register;

(*d*) see that the price charged for the stores is fair;

(*e*) check the cash-book, and see that the entries agree with the advice received from the treasury;

(*f*) muster the establishment, and see that they have received their wages and that their numbers are not excessive;

(*g*) enquire into any unusual contingent expenditure;

(*h*) specially enquire into cases of persons on special diet and see that they get it;

(*i*) see that the inmates feed in messes and know their rations;

(*j*) check the dead-stock register;

(*k*) note the expenditure per head relieved (*a*) for diet only, (*b*) for total expenditure.

38. Members of relief committees and other respectable persons residing in the circle should be encouraged to visit poor-houses and record their impressions in an inspection book, which should be kept by the Superintendent.

[See appendix H, para. 14 (a).]

FORM H-I.

ADMISSION REGISTER.

Poor-house, Taluk.

Date.	Serial number.	Name and father's name.	Age.	Caste.	Sex.	Residence.			Occupation.	Date of discharge.	Where sent to.	Remarks.
						Village.	Taluk.	District.				
1	2	3	4	5	6	7	8	9	10	11	12	13

NOTES.—(1) All entries should be made in ink.
(2) In the case of an immigrant from a Native State the name of the State should be entered in red ink across columns 7 to 9.
(3) One series of numbers in column 2 for the whole period during which the poor-house is open should ordinarily be adopted.

[See appendix H, para. 14 (a).]

FORM H-II.

NOMINAL ROLL.

Poor-house, Taluk.

Serial number.	Name.	Month.																															Remarks.
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

NOTES.—(1) All entries should be made in ink. The columns should be totalled daily.
(2) The figure 1 should be used to denote a person's presence in the poor-house on each date. For those in hospital the letter H should be used.
(3) When a name is struck off, the words 'struck off' or corresponding term should be entered in ink across the blank columns and the date of removal should be written in full.

FORM H-III.

[See appendix H, para. 80.]

DIET REGISTER.

Poor-house, Taluk.

Date.	Number of inmates relieved.				Flour.		Pulse.		Rice or other grain.		Salt.		Spice.		Ghee or oil.		etc., etc.		Remarks.
	M.	W.	Ch.	Total.	Seers. (of 80 tolas.)	Tolas.	Seers. (of 80 tolas).	Tolas.	Seers (of 80 tolas.)	Tolas.	Seers (of 80 tolas).	Tolas.	Seers (of 80 tolas).	Tolas.	Seers (of 80 tolas).	Tolas.			

NOTES.—(1) The rigister should be totalled every week, and under each column should be noted—(*a*) the price of the article, (*b*). the cost of the amount consumed.
(2) All entries should be made in ink.

FORM H-IV.

[See appendix H, para. 30.]

FOOD STOCK REGISTER.

Poor-house, Taluk.

Date.	Particulars.	Ragi.	Cholam.	Rice.	Red gram.	Green gram.	Salt.	Chillies.	Tamarind.	Oil.	Saffron or condiments.	Fuel.	Price at which the articles were purchased.
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Receipts ...												
	Total ...												
	Issues ...												
	Balance ...												

NOTE.—All entries should be made in ink. Column 14 should be filled in only when new supplies are purchased.

(Signed)

Superintendent.

This form to be printed on paper of *green* colour.]

FORM H-V.

[See appendix H, para. 33 and appendix K, paras. 4 and 8.]

ABSTRACT BILL FOR POOR-HOUSE RELIEF.

Date of the last bill drawn
Date of this bill

Poor-house, Taluk.

Number of persons relieved on the last day of the week.			Number of units relieved during the week.	Cost of relief during the week.				Remarks.
Men	Women.	Children.		Die.	Establishment.	Other expenditure.	Total expenditure.	

FORM H-VI.

[See appendix H, para. 35].

WEEKLY RETURN OF THE PERSONS RELIEVED IN POOR-HOUSES.

Poor-house, Taluk.

Days of the week.	Men.	Women.	Children.	Total.	Expenditure including diet and other charges.	Incidence of expenditure per head.	Remarks regarding general health of the poor-houses, inmates, etc.
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Total ...						*	

NOTE.—The incidence of expenditure per head on the total expenditure for the week only should be shown.

(Signed)

Superintendent.

FORM H-VII.

[See appendix H, para. 36.]

POOR-HOUSE RELIEF LEDGER.

Poor-house, Taluk.

Week ending.	Total numbers relieved on the last day of the week.	Expenditure during the week.		Incidence		Total number of units relieved up to date.	Total expenditure up to date.	Incidence of column 8 on column 7.
		Diet.	Total expenditure.	Of column 3 on column 2.	Of column 4 on column 2.			
1	2	3	4	5	6	7	8	9

COLUMN 7.—For the purposes of this column the number of units in any week will be obtained by multiplying the total of the number relieved on the last day of the week by seven.

Appx. I.

APPENDIX I.—RELIEF OF WEAVERS AT THEIR OWN CRAFT.

Special relief of weavers will be administered at a centre conveniently situated with reference to the village or the villages where the weavers to be relieved reside. A list of these villages, together with an approximate estimate of the weaver population needing relief, and the number and kinds of looms to be aided should be drawn up.

The admission to special relief should be controlled on the basis of personal enquiry and knowledge of individual circumstances as ascertained by enquiry.

The operations should be placed under the control of a specially qualified official, who should, as far as possible, have associated with him, members of municipal committees (where they exist) and respectable non-official cloth merchants or other experts in the trade.

2. The Supervising officer, in the absence of any special officer being appointed for the purpose, shall be the Tahsildar or Deputy Tahsildar in independent charge. The duties of this officer will *mutatis mutandis* be similar to those specified for a Taluk Relief officer in section 69 of the Code, but he should make special detailed inspections to see that the looms for which advances are made are actually working.

3. A table of tasks in form I-I, showing the description of the cloths to be woven, the kinds and quantities of materials and the labour required for weaving and the subsidiary processes connected therewith and other particulars should be prepared. Of each kind of cloth specified therein two samples must be maintained marked with the seal of the officer in charge of the division. One will be kept at the relief centre and the other in the Collector's office.

4. On the basis of the information collected with reference to rules 1 and 3, an estimate of the quantities of materials required periodically should be prepared. When this estimate has been made, tenders for the supply of the same regularly at one or more centres, or at convenient places to be specified, shall be called for. The notice calling for tenders may be framed in form I-II, modified as the Collector may see fit to suit local conditions. In this notice the place whereat delivery must be made shall be clearly specified.

Tenders should be made in form I-III, and be addressed to the Divisional officer or the Collector, and shall be accompanied by samples of each of the materials tendered for. On the date and at the place notified, the tenders should be opened, and the contract for supply granted at the discretion of the officer designated by the Collector for the purpose.

In arriving at his decision, the officer should secure the assistance of two respectable cloth merchants to examine the samples of yarn tendered : in general, the contract should be granted with reference to the rates tendered for delivery on the spot. Care must be taken to see that the successful contractor is in a position to carry out the contract, and he must forthwith deposit a sufficient sum as security for this.

In all cases where the tenders are opened by a Divisional officer, he will submit his recommendations, together with the samples tendered, to the Collector for orders, and the Collector will finally decide which tender shall be accepted. The samples produced by the successful contractor will be divided into two portions, one of which will be deposited with the Divisional officer and the other with the Manager of the relief centre for reference. Intimation of the rates accepted will be communicated to the Treasury officers concerned for use in checking the contractor's bills for yarn supplied. These bills should be promptly paid when supported by vouchers as specified in rule 24 below.

5. At each centre, a manager should be appointed, who will be responsible for the control of each of the branches under which the work is conducted, for the custody of materials, cash and woven cloths, and for official correspondence connected with the centre.

When such person is not in the permanent service of Government, he should be required to furnish security of Rs. (in proportion to the extent of the transactions at the centre).

The Manager should be assisted by one or more appraisers, and when necessary, by a paymaster, and such clerical and inferior staff as may be required. The scale of pay should be approximately—

	RS.
Managers	35—70
Appraisers	20—30
Paymasters	20—30

Wherever in these rules the duties of a store-keeper are alluded to, they should, if no appointment has been specially made to such post, be discharged by the Manager.

6. When more than one appraiser has been appointed, the appraisement of particular kinds of cloth should be performed, as far as possible, by the same appraiser.

7. The appraiser should furnish security for the due performance of his duties and for the due accounting for all cloths received by him from the weavers, which should vary from Rs. 100 to Rs. 250 according to the extent of the transactions. In the case both of managers and

appraisers, security may be accepted in any shape at the discretion of the Collector, and security bonds should be executed by them in such form as may be prescribed for adoption. The bond should be registered at the cost of Government.

8. Admission to this form of relief in the first place should be granted only after due enquiry by an officer of not lower rank than a Deputy Tahsildar. On the day fixed for the enquiry, adequate notice of which shall have been published in the villages concerned, the village officers of each village should attend at the centre with all the weavers seeking relief bringing a nominal list of them in form I-IV. The admitting officer should admit to relief such weavers as his enquiry shows to be eligible with reference to section 172 of the Code, and enter their names in a register of admissions to be maintained in form I-V.

In fixing the number of looms for which advances may be made, care should be taken that only as many looms as can be worked by the members of the family, assisted by such additional and necessary labour as cannot be provided by the family itself, are allowed.

In the case of admissions made later on, the personal attendance of the village officers need not always be insisted on. When the number of applicants subsequent to the first admission is small, it will suffice if the village officers send them with a supplemental list in form I-IV.

Admissions may be made not only on the recommendation of the village officers, but also on that of respectable merchants or others.

9. Each weaver admitted to relief should be furnished with an order in form I-VI, for each description of cloth. On this shall be printed the conditions subject to which the relief will be given. The order should be in diglott.

The weaver will take his order (form I-VI) to the Storekeeper who will issue the raw materials required for a set of cloths as shown in the task-table (form I-I) Special care must be taken, in regard to first issues, to give the extra quantities allowed as shown in that table.

Whenever subsequently a weaver shall have delivered a full set of cloths as prescribed in the task-table, a fresh issue of materials may be made to him in the same manner.

10. To avoid delay in issuing, the required quantities of materials should be made up by the Storekeeper ready for issue in lots for sets of each kind of cloth. The lot issued to each weaver must be weighed. As each issue is made, the number of cloths for which the advance is made and the weight (in tolas) of yarn issued should be noted in the day-book of issues (form I-VII), in the ledger (form I-VIII, columns 1-3) and on the weaver's order (form I-VI).

11. Not more frequently than is fixed by the task-table, the weaver may bring a set of cloths woven from the materials previously advanced. He should produce the set together with his admission order before the appraiser, whose duty it will be to sample the cloths, verify the weight and quality of material used and test the length, breadth and texture of each piece. The appraiser will then fill up a ticket in form I-IX, noting the deductions to be made from the wages, calculated as specified in form I-I.

Where the cloth is found to have been woven with a different panne (reeds) from that prescribed in the task-table, it should ordinarily be rejected, but it may be admitted subject to proportionate deductions, provided the texture is not too loose and the deficiency in length or breadth is not too great.

12. The deductions for bad texture and other causes, such as oversizing, may extend to the whole amount of the wages earnable. In no case, however, shall effect be given to any deduction for such defects which would reduce the wages by more than one-eighth, without the orders of the Manager. The Manager should, where possible, deal with such cases, but in cases of doubt should refer the matter to the committee described in rule 30.

Where the cloths produced differ greatly from the sample, the appraiser should refuse to receive them except under the orders of the Manager. Cloths received under such orders should invariably be brought to the special notice of the committee.

Of all the cases mentioned in the two preceding clauses, a register should be maintained by each appraiser in form I-X and submitted as occasion arises to Manager. It must always be produced for the inspection and orders of the committee.

In cases of fraud or repeated bad work, showing carelessness or lack of skill, any weaver may be struck off the rolls under the orders of the Supervising officer.

13. The appraiser's tickets should run for each kind of cloth in a separate series of numbers, which must be continuous from the commencement of the operations. A single ticket will be used for each set of cloths. When the cloths comprising a set are in separate pieces, the ticket will be pasted to one of them and each piece of cloth should be marked with the same number with a sub-number, in chalk or otherwise.

14. The tickets will be in triplicate, the original being retained by appraiser, the duplicate being pasted on the cloth and the triplicate given to the weaver for presentation to the paymaster.

15. The appraiser will, at the close of each day, forward the cloths received on that day to the Storekeeper with an invoice in duplicate in form I-XI, of which one copy will be signed and returned and the other filed by the Storekeeper.

16. On the production of the appraiser's ticket, the paymaster will scrutinize it and satisfy himself that the deductions have been correctly worked out, and he will then enter on the triplicate the wages due and pay the net amount to the weaver, noting the amount in words as well as figures, and after signing and dating the voucher make the necessary entries in his day-book of wages paid (form I-XII) and in the weaver's order (form I-VI), and stamp the ticket with the word 'Paid.' The necessary postings to the ledger (form I-VIII) must also be made.*

17. The Manager will be allowed an imprest to meet the expenditure on account of relief at his centre. The cash should be in his custody and he will account for the same. The imprest should not ordinarily exceed the amount of the payments on account of wages for a week, but in no case must it be less than the average amount required for two days' payments. The Manager should maintain an account of daily receipts and disbursements in form I-XIII. At convenient intervals and whenever his imprest runs short, he should send a memorandum (form I-XIV) supported by the paid tickets to the Tahsildar who will recoup the imprest. For all special charges the Manager should obtain the sanction of the Supervising officer. The salaries of the establishment will be drawn by the Supervising officer in the usual way on pay bill forms prescribed for non-gazetted officers.

18. The Manager should, when a separate paymaster is appointed, issue to him daily the amount required for disbursement on account of wages, estimated with reference to the previous day's expenditure. The paymaster will at the close of the day present an extract in form I-XV from his account of wages paid (form I-XII) with the ledger properly posted and with the paid tickets and the balance, if any, in hand, to the Manager, who after verifying each payment as noted in the day-book and satisfying himself as to the correctness of the account should countersign the day-book below the entry of "total amount paid (in words)." He will also countersign the abstract of payments (form I-XV) and charge the full amount in his register of disbursements.

19. The bills submitted by the Manager on being paid will in the usual course be forwarded to the Treasury officer at the district headquarters for audit. The expenditure incurred should be booked under four heads—

(1) cost of materials for weaving, including all forwarding charges,
(2) wages,
(3) cost of storing and baling,
(4) establishment charges, including office contingencies.

A statement showing the result of the audit of the accounts should be regularly issued to the Managers of the centres concerned, and prompt steps should be taken for the recovery of overpayments, if any.

20. The Manager should maintain a list of weavers (form I-XVI) to whom yarn has been advanced, but who have not returned the same or cloths woven therefrom within double the period allowed for weaving. Inquiry should be made as to the cause of delay in each case: if this does not prove satisfactory, the yarn must be recovered summarily and the weaver struck off the list (form I-V).

21. At the end of each month, the Manager should prepare a return in form I-XVII from his register of defaulters (form I-XVI), and submit it to the Supervising officer.

22. When a weaver desires to be removed from the relief list, he must return either in kind or in woven cloths any yarn advanced to him and bring the same to the centre with his admission order. This the Manager will cancel and file. He will also note the fact in the ledger. A weaver removed from the list at his own request and subsequently applying to be re-admitted will be treated as newly admitted. A weaver struck off the roll for any fault or fraud shall in no case be re-admitted except under a special written order from the Supervising officer who will compile and submit monthly to the Collector a single consolidated return in similar form for all the weaving centres under his supervision.

23. On receipt of cloths with the invoice (rule 15) from the appraiser, the Storekeeper will enter the particulars in his store-book of cloths (form I-XVIII). This should be maintained separately for each kind of cloth and balanced daily.

24. The Manager of the relief centre will obtain materials as required by indent on the contractor or otherwise, as the Collector may order. Indents should be prepared in duplicate from a book kept in counterfoil form I-XIX. The contractor will note the quantities supplied in the appropriate columns of the indent and return it to the Manager with the materials. The Manager will examine the materials received and certify to the receipt of the articles on the indent and return it to the contractor as a voucher. The contractor must produce these receipts in support of his bills for materials which must be countersigned by the indenting officer.

25. A store account of materials received and issued should be maintained in form I-XX at each centre. The balance should be struck every day and initialled by the Manager, in token

* NOTE.—A table showing the scale of wages payable for each kind of cloth according to the fluctuations in the selling price of grain similar to table X of appendix D should be supplied to the paymaster for ready reference.

of its correctness. The probable quantities required for issue should be made up in bundles (see rule 10). At the close of each day, the total number of cloths of each description advanced for will be posted in form I-XXI and, with reference thereto, the total quantities of the different kinds of materials advanced will be worked out and posted into the store-book I-XX.

26. The Manager is responsible for the stock of yarn and it is his duty daily to check the issues shown in the abstract and the store-book and initial the accounts in token of his verification.

27. The Manager of each centre should maintain a statement in form I-XXII showing the number of weavers on the rolls each day, and a register in form I-XXIII showing the number of cloths of each kind for which materials have been advanced, the number returned, the number of cloths paid for and the total amount of wages paid for each day. The figures to be entered in this register will be posted from the abstract of issues of yarn (form I-XXI) and the daily account of cloths received (form I-XVIII).

From these registers, the particulars required for the weekly and monthly reports can be prepared at once.

28. Whenever there is a change of Manager, a report showing the balance of stock of materials of each kind, the number of cloths of each kind in store, and the balance of cash on hand at the date of transfer, and signed by both the relieving and relieved officers, should be submitted at once to the Supervising officer.

29. From time to time, the cloths will be arranged in the order of their ticket numbers, and packed into bales containing a uniform number of pieces and sealed with the seal of the Manager. In cases where this course is desirable, these bales may be forwarded with an invoice in form I-XXIV to a central depot. When this is done, the fact will be noted in form I-XVIII. The receiving officer should acknowledge the receipt of the consignment with reference to the number of bales and the weight of each bale as noted in the invoice.

30. Once a fortnight, the stock of cloths will be sampled and examined by a committee consisting of the Divisional officer or the Supervising officer and two non-official members to be generally selected from among respectable weavers and merchants. Not more than six or less than four non-official members should be selected, and on each occasion any two of the individuals so selected may be asked by the presiding officer to attend. The duty of the committee will be to see that, in the case of cloths received and paid for, their quality and texture as passed by the appraisers are up to the sample or that, in the case of cloths not up to the sample, the necessary deductions have been made. They should sign the store register of cloths under a certificate to that effect, or with such remarks as may be called for. Any cloth rejected by the appraiser may be accepted by them if they think fit to do so, and they will order the payment of such wages as they see fit.

Similarly, if they find any cloths passed by the appraiser to be much below the sample in any respect, they will fix the loss thereby occasioned to Government and it will be open to them, if they think fit, to recommend that the loss be made good by the appraiser. They should invariably examine the register of fines (form I-X) imposed by the appraiser under rule 12 and pass such orders as they think fit, either confirming, modifying or cancelling the fines.

The non-official members of the committee may be paid a fee not exceeding Rs 3 for each meeting attended.

31. A police guard should be told off for duty at each relief centre to watch the stock of cloths, yarn and cash. The cash-chest should be a strong one, and should be provided with Chubb's locks.

32. The building in which the office is located should, as far as possible, be fireproof and water-tight. To prevent accidents by fire, pots always filled with water should be kept outside the building at accessible points, and damage by rats should be guarded against by keeping cats. No lights should be allowed in the store-rooms containing cloths and yarn.

33. Correct scales and weights should be supplied for weighing the yarn issued and the woven cloths received from the weavers, and yard measures marked to half an inch.

34. The requisite stationery and furniture for each centre and central depot will be obtained by the Manager from the Treasury Deputy Collector of the district on indents to be submitted through the Supervising officer.

35. The Manager of each weavers' relief centre will be provided with a seal denoting the name of the centre, and all cloths woven under the scheme should be stamped with that seal.

36. Returns in forms I-XXV to I-XXVIII and C-VI should be submitted from each centre to the Tahsildar of the taluk who will submit compiled returns in the similar forms to the Collector.

37. Inspecting officers should specially attend to the matters referred to in the questions given below.

Notes of inspection of the weavers' relief centre at made by on

I. Buildings—

(1) Are the store rooms for yarn and cloths accessible otherwise than through the regular entrance?

(2) Are they properly secured?

(3) Are the roofs water-tight?

(4) Are they free from white ants and rats?

(5) Are they duly guarded by the police?

(6) Are all the exterior parts of the building open to inspection by the police guard?

(7) Are they provided with water troughs to serve in times of fire?

(8) Are the buildings kept clean?

II. Store Department—

(1) Have all the cloths received up to date by the appraiser been transferred to store and duly recorded in the store registers?

(2) Are the different kinds of cloths entered and stored separately?

Are they preserved in good condition?

(3) Does the balance under each sort agree with that shown in the account?

(4) Are the cloths up to sample?

(5) Are the cloths examined by the committee periodically and at regular intervals?

What was the date of last examination?

(6) Where are the cloths stored after examination?

(7) Is that store kept apart from the current store?

(8) Other remarks if any.

III. Appraising Department—

(1) Are the appraisers provided with proper scales, weights and measuring rods?

(2) Is there any delay in appraisement?

If so, what remedies are proposed or have been adopted?

(3) Are fines too frequent or too heavy?

(A number of cloths should be examined and defects noted, the ticket numbers being specified.)

(4) Are the cloths generally brought on prescribed dates?

IV. Paying Department—

(1) Is the cash balance correct?

(2) Is the cash chest provided with a Chubb's lock?

(3) Where is the cash chest secured at night? How is it guarded?

(4) Is it sealed every night?

(5) With whom is the key of the chest left at night?

(6) Are the cash accounts neatly written and are all corrections attested?

(7) Is the cash balance verified and certified as correct by the Manager every day?

(8) Do the entries in the day-book of wages paid agree with the tickets of the appraiser?

(Note the number of entries verified.)

(9) Is there any unnecessary delay in making payments and issuing yarn and, if so, what is it owing to?

10 Are the wages correctly calculated?

(Note the ticket numbers examined in the day-book of wages paid.)

(11) Is there any unnecessary expenditure?

(12) Are unusual charges incurred with proper authority?

(13) Are rates charged moderate?

(14) Is the balance of yarn sufficient or excessive?

(15) Is the balance of yarn correctly shown? Is it according to sample?

(16) Are the different kinds of yarn separately stored?

(17) Is the balance verified every day by the Manager?

(18) Is yarn issued according to the task-table?

(19) Are proper scales and weights provided?

(20) Is the day-book of yarn written up neatly and promptly?

(21) Do the entries of receipts and issues in the stock book agree with the indents and the day-book of yarn?

(22) Is the ledger written up correctly as each transaction takes place?

Have you checked any entries therein with weavers' counterparts and do they agree?

NOTE.—The percentage of cases examined with reference to the counterfoil ticket books and the day-books of wages paid and yarn issued, should be noted as well as the errors noticed.

(23) How many cases are over 15 days in arrears?

What steps have been taken to recover the advances in such cases?

(24) Are appraiser's counterfoil ticket books securely kept?

(25) Are the prescribed registers kept?

FORM

TASK-TABLE FOR CLOTHS TO BE

Description of cloth.	Length.		Breadth.		Description of Panne (reeds).*	Number of cloths for which materials should be advanced at a time.	Materials required for the number of cloths referred in column 5.				
							Description of materials.	Quantity.			
1	2		3		4	5	6	7			
	FT.	IN.	FT.	IN.				BDLS.	KNOTS.	HS.	TLS.
CARPETS.											
Woven in Adoni and Bellary taluks with mill yarn throughout.							No. $\frac{20}{3}$ for warp 8 of each sort ... Mill yarn No. 6 for woof of 4 of each sort—	...	2	4	...
Maddi ... Gulli Angara ...	6	8	3	4	Of 9 Punjams.	4	Nili	...	6	...	...
							Maddi	...	5	...	...
Maddi ... Patti Angara ...						4	Nili	...	6	...	...
							Maddi	...	5	...	...
Maddi ... Kurnool Patti ...						4	Nili	...	6	...	...
							Maddi	...	4	...	...
							Bleached yarn	...	1	...	...
Maddi ... Gulli naksha 2 Pallav.						4	Nili	...	6	1	...
							Maddi	...	3	4	...
							Bleached yarn	...	2	...	...
Nili Mavi. Angara						4	Nili	...	6	...	...
							Mavi	...	5	...	...
Nili Mavi. Kurnool Patti ...						4	Nili	...	6	...	...
							Mavi	...	4	...	...
							Bleached yarn	...	1	...	...
Ujala ... Angara						4	Nili	...	6	...	...
							Bleached yarn	...	5	...	...
Ujala ... Kurnool Patti ...						4	Nili	...	6	...	...
							Bleached yarn	...	4	...	...
							Maddi	...	1	...	...
CARPETS.											
Woven in Adoni and Bellary taluks with mill yarn for warp and country yarn for woof.							$\frac{20}{3}$ for warp of 8 of each sort ... Country yarn for woof of 4 of each sort—	...	2	4	...
Maddi ... Gulli Angara ...	6	8		4	Of 9 Punjams.	4	Nili	...	...	...	42
							Maddi	...	...	...	42
Maddi ... Patti Angara ...						4	Nili	...	...	...	42
							Maddi	...	...	...	42
Maddi ... Kurool Patti ...						4	Nili	...	...	...	42
							Maddi	...	...	...	36¾
							Bleached yarn	...	...	...	5¼
Maddi ... Gulli naksha 2 Pallav.						4	Nili	...	...	...	47¼
							Maddi	...	...	...	26¼
							Bleached yarn	...	...	...	10½
Nili Mavi. Angara						4	Nili	...	...	...	42
							Mavi	...	...	...	42
Nili Mavi. Kurnool Patti ...						4	Nili	...	...	...	42
							Mavi	...	...	...	36¾
							Bleached yarn	...	...	...	5¼
Ujala ... Angara						4	Nili	...	...	...	42
							Bleached yarn	...	...	...	42
Ujala ... Kurnool Patti ...						4	Nili	...	...	...	42
							Bleached yarn	...	...	...	36¾
							Maddi	...	...	...	5¼

* With reference to the number of Punjams or compartments.

I-I.

WOVEN BY WEAVERS.

[See appendix I, paras. 3, 9 and 11.]

Labour allowed for weaving a set (class II units). Men.	Women.	Total.	Minimum time for manufacture and delivery.	Maximum wages for the full task.	Maximum deficiency allowable without deductions in Length.	Breadth.	Weight for the set.	Deductions for Short length per inch.	Short breadth per inch.	Short weight per tola.	Bad texture oversizing or other causes.	Remarks.
8	9	10	11	12	13	14	15	16	17	18	19	20
			DAYS.		IN.	IN.	TOLAS.					
...	...	...	...	...	...	...	...	...	...	...	...	
4	3	7	4	7 × 4 × daily wages (see section 131 of the Code).	2	½	16 per set of *maddi*. 8 per set of *mavi*. 16 per set of *ujala*.	For deficiency above 2 inches, a fine of 3 pies for every inch.	For deficiency above ½ inch, a fine of 3 pies for every ½ inch.	Value of materials above the wastage allowance.	Up to the full wage earnable.	Yarn for warp is to be issued only at every second issue, and then for two sets in each case.
4	3	7	4	7 × 4 × daily wages.	2	½	16 per set of *maddi*. 8 per set of *mavi*. 16 per set of *ujala*.	For deficiency above 2 inches, a fine of 3 pies for every inch.	For deficiency above ½ inch, a fine of 3 pies for every ½ inch.	Value of materials above the wastage allowance.	Up to the full wage earnable.	

FORM

TASK-TABLE FOR CLOTHS TO BE

Description of cloth.	Length.		Breadth.		Description of Panne (reeds).*	Number of cloths for which materials should be advanced at a time.	Materials required for the number of cloths referred in column 5. Description of materials.	Quantity.			
1	2		3		4	5	6	7			
	FT.	IN.	FT.	IN.				BDLS.	KNOTS.	HS.	TLS.
CARPETS.											
As Woven at Kurnool.											
Patti	6	...	3	...	Of 8 punjams.	3	Mill No. $\frac{20}{3}$ for warp of 6 carpets.	...	...	9	...
							Mill No. 6 for woof of 3 carpets—				
							Blue	...	...	15	...
							Red or white	...	...	15	...
Chedasti	7	6	3	9	Of 10 do.	3	Mill No. $\frac{20}{3}$ for warp of 6 carpets.	...	...	14	...
							Mill No. 6 for woof of 3 carpets—				
							Blue	...	...	$22\frac{1}{2}$	...
							Red or white	...	...	$22\frac{1}{2}$	...
RATCHADAM or PORUVA.								KTS.	HNKS.	LEAS	TLS.
Woven in Bellary and Kurnool.	21	...	3	...	Of 11 punjams.	2	No. 10 yarn	9	3	...	...
	33	...	3	...		1	No. 10 yarn	7	2	...	...
PACHADAMS	33	...	$2\frac{1}{4}$	...	Of 8 punjams.	1	For warp No. 10	3	1	...	...
							For woof No. 10	3	...	...	...
KOTEKAL or GORANCHU PANCHA.											
Woven in Adoni, Bellary, Pattikonda, Ramallakot, Koilkuntla, Sirvel, Tadpatri, Jammalamadugu and Proddatur.	9	6	3	4	Of $17\frac{1}{2}$ punjams.	4	No. 20 gray yarn for	6	5	...	...
							Coloured yarn, or No. 4 coloured double the quantity.	...	$1\frac{1}{7}$	...	...
TURBANS.											
As woven in Jammalamadugu.											
Five cubits square	8	3	8	3	Of 38 punjam.	15	No. 30s for warp	...	250	...	...
							No. 40s for woof	...	180	...	...
Six cubits square	9	...	9	...	Of 50 do.	16	No. 30s for warp	...	400	...	...
							No. 40s for woof	...	232	...	...
Seven cubits square ...	10	3	10	3	Of 54 do.	15	No. 30s for warp	...	450	...	...
							No. 40s for woof	...	300	...	...

* With reference to the number of punjams or compartments.

I-I—*cont.*

WOVEN BY WEAVERS—*cont.*

Labour allowed for weaving a set (class II units). Men.	Women.	Total.	Minimum time for manufacture and delivery.	Maximum wages for the full task	Maximum deficiency allowable without deductions in: Length.	Breadth.	Weight for the set.	Deductions for: Short length per inch.	Short breadth per inch.	Short weight per tola.	Bad texture oversizing or other causes.	Remarks.
8	9	10	11	12	13	14	15	16	17	18	19	20
			DAYS.		IN.	IN.	TOLAS.					
3	1	4	2	4×2× daily wages.	2	½	6	For deficiency above ½ inch, a fine of 3 pies for every inch.	For deficiency above ½ inch, a fine of 3 pies for every inch.	Value of materials above the wastage allowance.	Up to the full wage earnable.	Warp yarn to be issued for two sets alternately.
3	3	6			3	1	8					
								PIES.	PIES.			
4	3	7	3	7×3× daily wages.	2	1	None.	One pie per every inch over the allowance.	Three pies for every inch over the allowance.	The cost of the materials deficient.	Up to the full amount of the wage earnable.	The materials for two sets to be advanced at the first issue.
3	2½	5½	3	5½×3× daily wages.	3	1						
3	2	5	1	5×1× daily wages.	3	¼	None.	One pie for inch over the allowance	Three pies per inch over the allowance.	The cost of the materials deficient.	Up to the full amount of the wage earnable.	
4	5	9	4	9×4× daily wages.	1	1	None.	One pie for every inch over the allowance.	Three pies for every inch over the allowance.	The cost of the materials deficient.	Up to the full wage earnable.	Double the quantity required for the warp of a set (3 knots and 5 hanks) and the quantity required for the woof of one set (3 knots) to be issued in the first instance.
31	21	52	13	52×13× daily wages.	2	1	...	3	3	Value of yarn deficient.	Up to the full wage earnable.	Allowances of As. 5, 6 or 7 respectively, to be made for repairs to heddles. *Note.*—The initial advance should be for one full set, but the weaver may be allowed to bring only ten pieces of cloth on the first occasion and receive wages proportionate thereto, and again advances of materials for another full set.
38	32	70	16	70×16× daily wages.	2	1	...	3	3			
44	37	81	19	81×19× daily wages.	2	1	...	3	3			

FORM

TASK-TABLE FOR CLOTHS TO BE

Description of cloth.	Length.		Breadth.		Description of panne (reeds).*	Number of cloths for which materials should be advanced at a time.	Materials required for the number of cloths referred in column 5. Description of materials.	Quantity.			
1	2		3		4	5	6	7			
CLOTHS.	FT.	IN.	FT.	IN.				KTS.	HNKS.	LEAS	TLS.
As woven in Ganjām (a pair in each case).											
1. Goranchu panchalu	19	...	3	5	Of 15 punjams.	† 4	No. 20	12	10	...	...
							Red twist	...	$2\frac{2}{7}$	...	...
2. Yerragoranchu chapu or Rekka chapu.	22	2	3	5		† 4	No. 20	3	7	...	70
							Red twist	...	...	...	2
3. Goranchu Koka or cheera ...	20	7	3	5		2	No. 20	3	4	1	65
							Red	...	...	...	3
4. Sonnachapu	19	...	3	5	Of 14 do.	† 4	No. 16	2	6	5	66
							Red twist	...	...	...	$1\frac{7}{8}$
5. Somachapu	30	1	3	5		† 4	No. 16	4	2	4	105
							Red	...	...	...	3
6. Kanchanchu panchalu ...	28	6	3	5		† 4	No. 16	4	...	...	99
							Red	...	...	...	3
7. Yerragoranchu panchalu ...	20	7	3	5	Of $12\frac{1}{2}$ do.	† 4	No. 14	2	6	2	78
							Red twist	...	...	...	2
8. Kanchanchu panchalu ...	25	4	3	5		† 4	No. 14	3	2	2	96
							Red	...	...	...	3
9. Yerra Goranchu panchalu or Kanchanchu panchalu.	22	2	3	5	Of $11\frac{1}{2}$ do.	† 4	No. 12	2	8	2	82
							Red twist	...	...	...	2
10. Duppati rekulu	15	10	3	5		2	No. 12	2	...	5	60

* With reference to the number of punjams or compartments. † Or two pairs.

I-I—*cont.*

WOVEN BY WEAVERS—*cont.*

Labour allowed for weaving a set (class II units).			Minimum time for manufacture and delivery.	Maximum wages for the full task.	Maximum deficiency allowable without deductions in			Deductions for				Remarks.
Men.	Women.	Total.			Length.	Breadth.	Weight for the set.	Short length per inch.	Short breadth per inch.	Short weight per tola.	Bad texture oversizing or other causes.	
8	9	10	11	12	13	14	15	16	17	18	19	20
			DAYS.		IN.	IN.	TOLAS.	PIES.	PIES.			
5	3	8	5	8×5× daily wages.	3	1	...	1	3	Value of yarn found deficient.	Up to wage earnable.	No separate allowance is made for paste and oil as it is included in the task.
6	4	10	6	10×6× daily wages.	3	1	...	1	3			
5½	3½	9	5	9×5× daily wages.	3	1	...	1	3			
4½	3	7½	4	7½×4× daily wages.	3	1	...	1	3			
7	5	12	7	12×7× daily wages.	3	1	...	1	3			
6½	4	10½	7	10½×7× daily wages.	3	1	...	1	3			
4½	3	7½	4	7½×4× daily wages.	3	1	...	1	3			
5½	3½	9	6	9×6× daily wages.	3	1	...	1	3			
4½	...	4½	4	4½×4× daily wages.	3	1	...	1	3			
3	2	5	3	5×3× daily wages.	3	1	...	1	3			

FORM I-II.

[See appendix I, para. 4.]

NOTICE CALLING FOR TENDERS FOR THE SUPPLY OF MATERIALS.

Notice is hereby given that sealed tenders will be received at by the Divisional officer, division, up to for the supply of materials mentioned in the schedule below, required for the Weavers' Relief centre at in taluk , to be delivered at

The form of tender is hereto annexed.

2. Tenders must be superscribed "Tender for the supply of Materials required for the Weavers' Relief Centre at ."

3. Each tender must be accompanied by a deposit of Rs. and by a sample of the article or articles which the tenderer is prepared to supply.

4. The probable quantity required for a month is given in column 3 of the schedule, but it may be more or less.

5. The Divisional officer, subject to the approval of the Collector, reserves to himself the right to accept or reject any tender without assigning reasons therefor. The deposits of unsuccessful tenderers will be returned.

6. The contract shall remain in force for (*To be decided by circumstances*) months from the date of acceptance.

7. As soon as the tender is accepted, the successful tenderer shall make such a further deposit as, with the original deposit referred to in paragraph 3, will make up the amount shown in column 4 of the schedule, which will be treated as security for the due performance of the contract.

8. The successful tenderer will be bound to supply the description of materials included in the tender, as often as may be necessary, on indents made on him by such officer as may be authorised on that behalf by the Collector within the time mentioned in the indent, which should ordinarily allow the contractor not less than three days' notice

9. The materials supplied should be according to sample, and any materials not up to sample may be rejected under the orders of the supervising officer.

10. When whole bales are supplied, and when, owing to absence of immediate necessity, they cannot be opened at once, the responsibility of the contractor for the good quality of the yarn as per sample, and for the quantity purported to have been supplied, will continue until the bale is actually opened, but in no case will the verification be delayed more than ten days.

11. In the event of a breach of any of the foregoing conditions, the Collector has power to fine the contractor in a sum not exceeding Rs. 50 or to declare the whole or any portion of the deposit to be forfeited to Government. Further, the Collector has discretion to call for fresh tenders for the unexpired portion of the contract.

SCHEDULE.

Description of articles, including place of manufacture and trade mark.	Approximate quantity required each month.	Amount of security to be deposited.	Remarks.
1	2	3	4
		RS.	

Date. (Signed)

Divisional Officer.

FORM I-III.

[See appendix I, para. 4.]

TENDER FOR MATERIALS REQUIRED FOR THE RELIEF OF WEAVERS AT .

I hereby tender for the supply of materials specified in the schedule below at the rates and in the quantities shown opposite to them subject to the conditions set forth in the notice calling for tenders, dated , issued by the Divisional officer, Division :—

SCHEDULE.

Description of materials.	Maximum quantity which the tenderer is prepared to supply at a time.	Rate tendered for yarn delivered at (place of delivery to be named).			Remarks.
1	2	3			4
		RS.	A.	P.	

Date. (Signed) *Tenderer.*

FORM I-IV.

[See appendix I, para. 4.]

LIST OF WEAVERS SEEKING RELIEF AT THEIR OWN CRAFT IN THE VILLAGE OF

NOTE.—(1) In column 4, the working members should be shown distinctly from dependants.
(2) In column 5, the numbers and kind of looms admitted should be specified.
(3) This form should be written on foolscap lengthwise, columns 1, 3, 5, 7 and 8 being ruled with space sufficient to enter the requisite particulars.

Name of the weaver and his father's name in full.	Age.	Description of members of the family.	Number.	Description of cloths woven.	Looms owned.	Village officers' recommendation.	Admitting officer's orders.
1	2	3	4	5	6	7	8
	YRS.				No.		

FORM I-V.

[See appendix I, para. 8.]

REGISTER OF WEAVERS ADMITTED TO RELIEF AT THEIR OWN CRAFT AT THE WEAVERS' RELIEF CENTRE IN THE TALUK .

Note.—(1) This is to be maintained by the Manager in book form, one double page opening being ruled with the required headings, properly spaced for convenient use.

(2) A weaver who takes advances for more than one kind of loom should be given a separate admission number for each kind.

(3) When a weaver has closed his accounts, or has otherwise been struck off the rolls, the entry relating to him shall be scored out in red ink, a note of the reason being made in the column of remarks.

Consecutive number in this register.	Name of weaver.	Father's name.	Village.	Number and description of looms allowed.		By whom recommended.	By whom admitted and date.	Remarks.
				Description of cloths to be woven.	Number of looms.			
1	2	3	4	5	6	7	8	9

FORM I-VI.

[See appendix I, para. 9.]

WEAVERS' ADMISSION ORDER.

Admission No.
Name of weaver.
Number of looms. Description of cloths.

(Signed)
Admitting Officer.

Date

Conditions of relief.—Relief to weavers at their own craft is given to those who are unable to find a market for their goods, and who, though willing to work, are in danger of falling into a state of starvation for lack of employment. Details of the description and dimensions of cloths to be woven, the quantities of material and the labour allowed for weaving them are given in the schedule hereto appended.

Yarn will be advanced for a set of cloths of the kind shown in the schedule ; and after the lapse of the period specified the weaver must bring the number of cloths shown in the schedule when a fresh advance for the number of cloths shown will be made and he will be paid the wages appropriate for the period and number of hands required for weaving. In the end he will clear his account by bringing the full number of cloths outstanding against him. The cloths shoud be well woven and up to the standard sample kept in the weaver's relief centre.

Deductions will be made at the rates shown in the schedule f r shortage in length or breadth or in weight, and fines for bad texture or other defects, such as oversizing, may be inflicted up to the maximum amount of the wages earnable, or the cloth may be rejected altogether. In cases of repeated neglect or proved incompetence or misconduct, the weaver will be liable to be struck off the rolls, and the advance, if any, outstanding against him will be summarily recovered.

Schedule.

Description of cloth.

Dimensions { Length. Breadth.

Number of cloths in set to be advanced for at one time.

Yarn allowed to a set of cloths.

Description.

Bundles—knots—hanks—

Deductions will be made for—

Short length per inch in excess of inches.

Short breadth per inch in excess of inches.

Short weight per tolah for materials deficient.

Bad texture, oversizing, etc.—unlimited.

FORM I-VI—*cont.*

Advanced.				Recovered.					Total deductions as per appraiser's ticket.	Net amount paid.	Initials of the pay-master.	Remarks.
Date of advance.	Number of cloths advanced for.	Weight of yarn.	Initials of the Store-keeper.	Date of recovery.	Appraiser's ticket number.	Number of cloths recovered.	Weight.	Wages as per task-table.				
1	2	3	4	5	6	7	8	9	10	11	12	13
		TOLAS.					TOLAS.	RS. A. P.	RS. A. P.	RS. A. P.		

FORM I-VII.

(To be kept by the Storekeeper.) [See appendix I, para. 10.]

DAY BOOK OF MATERIALS ADVANCED TO WEAVERS AT THE WEAVERS' RELIEF CENTRE AT

NOTE.—(1) * * * The entries shown are samples. For each centre they will vary according to the kinds of cloths woven there.

(2) There should be totals for each day, for each month and up to the month.

Date.	Serial number.	Admission number.	Name of weaver.	Number of sets of cloths advanced for				Total weight of yarn issued in each case.
				Turbans.*	Panchas.*	Pancha-dams.*		
				NO.	NO.	NO.		TOLAS.

FORM I-VIII.

(To be maintained by the Manager). [See appendix I, para. 10.]

LEDGER OF ADVANCES OF MATERIALS MADE TO WEAVERS AND OF CLOTHS RECOVERED AT THE WEAVERS' RELIEF CENTRE AT

Admission No.
Name of village.
Name of weaver.
Number of looms allowed. Description of cloth.

Advanced.			Recovered.			
Date of advance.	Number of cloths advanced for.	Weight of yarn.	Date of recovery.	Appraiser's ticket number.	Number of cloths recovered.	Weight.
1	2	3	4	5	6	7

Wages by task-table.			Total deductions by appraiser's ticket.			Net amount paid.			Initials of pay-master.	Remarks.
8			9			10			11	12
RS.	A.	P.	RS.	A.	P.	RS.	A.	P.		

FORM I-IX.

[*See* appendix I, paras. 11, 13, 14 and 16.]

APPRAISER'S TICKET

Book No. Serial No.
Name of Weaver's Relief centre.
Description of cloth.

---

*
Admission No.
Name of weaver
Number of cloths produced.
Weight of yarn advanced.
tolas—of cloths recovered tolas.

RS. A. P.

Deductions for shortage in—
(*a*) weight totals.
(*b*) length inches.
(*c*) breadth inches.
Fines for—
(*a*) bad texture ... ...
(*b*) oversizing ... ...
(*c*) other causes ... ...

Total deductions and fines ...

(Signed)
Appraiser.

Date
†

MEMORANDUM.

(To be filled by the Manager on triplicate only.)

RS. A. P.

Wages by task-table ... ...
Deductions ... ...

Net amount due ...

Paid (amount in words).
Rs. (in figures)
Date
(Initialled.)
Manager.

---

* Items above this rule to be filled in before issue of book to appraiser.
† No entry to be made by appraiser below this line.
NOTE.—The duplicate and triplicate copies of this ticket are to be made by the use of carbon paper.

FORM I-X.

[*See* appendix I, para. 12.]

REGISTER OF FINES IMPOSED ON WEAVERS AT THE WEAVERS' RELIEF CENTRE AT .

NOTE.—To be maintained in book form by each appraiser for all fines reducing the wage by more than one-eighth; and for all cases in which clothes are rejected and submitted to the committee at each meeting.

Date.	Appraiser's ticket number.	Admission number and name of weaver.		Amount of deductions proposed by the Appraiser.			Reasons for fining.	Decision of the Manager.	Orders of the committee.
1	2	3		4			5	6	7
		No.		RS.	A.	P.			

FORM I-XI.

[*See* appendix I, para. 15.]

(*Original.*)

INVOICE OF CLOTHS SENT TO THE STOREKEEPER.

on

Description of cloth.	Appraiser's ticket numbers.	Total number of cloths or pieces.
Total number of cloths (in words)		

(Signed)

Appraiser.

FORM I-XI.

[*See* appendix I, para. 15.]

(*Duplicate.*)

INVOICE OF CLOTHS SENT TO THE STOREKEEPER.

on

Description of cloth.	Appraiser's ticket numbers.	Total number of cloths or pieces.
Total number of cloths (in words)		

(Signed)

Appraiser.

FORM I-XII.

[*See* appendix I, para. 16.]

DAY-BOOK OF WAGES PAID TO WEAVERS BY (here enter name of paymaster) AT THE WEAVERS' RELIEF CENTRE.

Date.	To whom paid.		Cloths paid for			Gross amount of wages by task table.			Fines and deductions.			Remainder paid.			Initials of the Paymaster.	Remarks.
	Admission number.	Name of weaver.	Appraiser's ticket number.	Number of sets.	Description of cloth.											
1	2	3	4	5	6	7			8			9			10	11
						RS.	A.	P.	RS.	A.	P.	RS.	A.	P.		

FORM I-XIII.

[*See* appendix I, para. 17.]

DAILY ACCOUNT OF RECEIPTS AND DISBURSEMENTS IN THE WEAVERS' RELIEF CENTRE.

Receipts.					Disbursements.				
Date.	Items (from whom received, etc.)	Amount.			Date.	Items. Particulars of	Amount.		
1	2	3			4	5	6		
		RS.	A.	P.			RS.	A.	P.

FORM I-XIV.

[*See* appendix I, para. 17.]

MEMO. FOR RECOVERY OF MANAGER'S IMPREST.

(To be accompanied by daily abstracts of wages paid, and paid vouchers.)

	RS.	A.	P.
Amount of imprest.			
Expenditure (in detail by number of vouchers).			
Date.			
Total expenditure.			
Balance in hand.			

Date

(Signed)

Manager.

FORM I-XV.

[See appendix I, para. 18.]

PAYMASTER'S DAILY ABSTRACT OF PAYMENTS.

Date. Name

	RS.	A.	P.
Amount received. Paid. (Serial numbers of appraiser's tickets.) Total paid Rupees.			

(Signed)

Paymaster.

Accepted as correct.

(Signed)

Date. *Manager.*

FORM I-XVI.

[See appendix I, para. 20.]

ARREAR LIST OF WEAVERS.

Admission number.	Weaver's name.	Village.	Date of issue.	Sets advanced for		Remarks.
				Description.	Number.	

FORM I-XVII.

[*See* appendix I, para. 21.]

DEMAND, COLLECTION AND BALANCE STATEMENT OF CLOTHS FOR THE MONTH OF .

Description of cloth.	Number of cloths to be accounted for by weavers.			Number received during the month.	Number not yet in default.	Balance in default.			Steps taken for the recovery of the numbers shown under column 7.
	Balance at the end of last month.	Advanced during the month.	Total.			Sixteen days and over.	Under sixteen days.	Total.	
1	2	3	4	5	6	7	8	9	10

FORM I-XVIII.

[*See* appendix I, paras. 23 and 29.]

STORE-BOOK OF CLOTHS RECEIVED AT WEAVERS' RELIEF CENTRE.

NOTE.—(1) This account should be maintained for each kind of cloth separately.
(2) It should be totalled daily.
(3) When any cloths have been either sent away from the store or otherwise disposed of, or have been damaged by some cause or other, a note to that effect should be made against the ticket numbers concerned.

Kind of cloth.

Date.	Ticket.	Number of cloths covered by each ticket	Total number of cloth.		Remarks.
			Received.	Issued.	
1	2	3	4	5	6

FORM I-XIX.

[*See* appendix I, para. 24.]

Counterfoil of indent for—

bales of yarn no.

On

(Intld.)

Date. *Manager.*

FORM I-XIX.

[*See* appendix I, para. 24.]

Indent for materials required

on

Amount		Amount supplied	
YARN NO.	QUANTITY.	YARN NO.	QUANTITY.

(Signed)

Date *Manager.*

(Signed)

Contractor.

Date.

FORM I-XX.

[See appendix I, para. 25.]

STORE ACCOUNT OF RECEIPTS AND ISSUES OF MATERIALS AT THE WEAVERS' RELIEF CENTRE.

Date.	Particulars.	Description of materials.						
		No. 40s.*			No. 30s.*			Country yarn. †
		Bundles.	Knots.	Hanks.	Bundles.	Knots.	Hanks.	Weight.
1	2	3	4	5	6	7	8	9

* To be varied according to the nature of materials and additional columns opened if required.
† Weight is required in case of country and dyed yarns only.

FORM I-XXI.

[See appendix I, para. 25.]

DAILY SUMMARY OF ISSUES OF YARN AT WEAVERS' RELIEF CENTRE AT

[To be posted from Form I-VIII.]

Date.	Description of cloth.	Numbe of sets.	Issues—Description and quantities.								
			No. 40s.			No. 30s.			And so on.		
1	2	3	4	5	6	7	8	9	10	11	12
			BDLS.	KNOTS.	HANKS.	BDLS.	KNOTS.	HANKS.	BDLS.	KNOTS.	HANKS.

FORM I-XXII.

[See appendix I, para. 27.]

STATEMENT SHOWING THE NUMBER OF WEAVERS RECEIVING RELIEF EACH DAY AT THE WEAVERS' RELIEF CENTRE AT .

NOTE.—The headings 'Panchas,' 'Panchadams,' etc., totals 3—6 are intended only as sample entries.

Date.	Particulars.	Number of looms for weaving								Remarks.
		Panchas.	Pancha-dams.	Carpets.	Turbans.	And so on.				
1	2	3	4	5	6	7	8	9	10	11
	Number on the register yesterday.									
	Number left today									
	Remainder ...									
	New admissions today									
	Total ...									

FORM I-XXIII.

[See appendix I, para. 27.]

SUMMARY OF THE NUMBER OF CLOTHS ADVANCED FOR AND NUMBER RECEIVED AT THE WEAVERS' RELIEF CENTRE AT .

NOTE.—Progressive totals should be maintained from day to day.

Date.	Number of sets advanced for			Number of sets recovered.			Number of cloths paid for	Amount of wages paid.
	Panchas.	Turbans.	And so on.	Panchas.	Turbans.	And so on.		
1	2	3	4	5	6	7	8	9
								RS. A. P.

FORM I-XXIV.

[See appendix I, para. 29.

INVOICE OF CLOTHS FORWARDED BY THE MANAGER OF THE WEAVERS' RELIEF CENTRE AT .

Serial number of the bale.	Description of cloth.	Appraiser's ticket numbers.	Number of cloths in each bale.	Weight of each bale.	Remarks.
1	2	3	4	5	6

FORM I-XXV.

[See appendix I, para. 36.]

WEEKLY RETURN OF THE NUMBER OF WEAVERS RELIEVED AT .

In column 2 enter against (*a*) the number of sets for which advances are outstanding; and against (*b*) the number of sets received during the week. Columns 3, 4 and 7 will be entered from the task-table. Columns 5 and 6 are the products of columns 3 and 4 multiplied by column 2. Columns 8 and 9 are the dividends of columns 5 and 6 divided by column 7.

The computations must be made both by the number of looms for which advances are outstanding on the date of the return (*a*) and by the number of persons to whom relief has been distributed during the week (*b*).

Description of cloth.	Number of sets.	Persons per set, day.		Total number of persons.		Period allowed days.	Average number of persons.		Number last week.		Remarks.
		Men.	Women.	Men.	Women.		Men.	Women.	Men.	Women.	
1	2	3	4	5	6	7	8	9	10	11	12
{ (*a*) { (*b*)											

FORM I-XXVI.

[See appendix I, para. 36.]

STATEMENT SHOWING THE QUANTITY OF THE DIFFERENT KINDS OF YARN RECEIVED AND ISSUED DURING THE MONTH OF AT THE WEAVERS' RELIEF CENTRE AT

Description of yarn.	Balance on hand at the beginning of the month.			Received during the month.			Total.			Issued during the month.			Balance on hand at the end of the month.			Remarks.
	Bundles.	Knots.	Hanks.	Bundles.	Knots.	Hanks.	Bundles.	Knots.	Hanks.	Bundles.	Knots.	Hanks.	Bundles.	Knots.	Hanks.	
1		2			3			4			5			6		7

FORM I-XXVII.

[See appendix I, para. 36.]

STATEMENT SHOWING THE NUMBER AND KIND OF CLOTHS RECEIVED AND DISPOSED OF AT THE WEAVERS' RELIEF CENTRE AT FOR THE MONTH OF

Description of cloth.	Balance at the beginning of the month.	Number received in the month.	Total.	Number disposed of in the month.	Balance at the close of the month.	Remarks.
1	2	3	4	5	6	7

FORM I-XXVIII.

[See appendix I, para. 36.]

STATEMENT SHOWING THE RECEIPTS AND EXPENDITURE OF THE WEAVERS' RELIEF CENTRE AT
FOR THE MONTH OF .

Receipts.				Expenditure.				Remarks.
Particulars.	Amount.			Particulars.	Amount.			
1	2			3	4			5
	RS.	A.	P.		RS.	A.	P.	
From Treasury				Materials				
Otherwise (to be specified) ...				Wages				
				Establishment				
				Office Contingencies				
				Special items (to be specified) ...				

APPENDIX J.—STATE ORPHANAGES.

1. Orphans, who are not provided for in their villages, will be supported either in State orphanages or in poor-houses. In the latter case, the orphans should be kept separate from the other inmates and should be treated and accounted for as if they were in a State orphanage.

2. The rules for the management of poor-houses should be applied, as far as possible, to State orphanages. A register should be kept up in form J-I.

3. The Superintendent should submit every Saturday a weekly return in form J-II to the Divisional officer, who should forward all such returns with a consolidated return to the Collector so as to reach him not later than Monday morning.

4. An inspection book should be kept in each State orphanage. Copies of all inspection notes recorded in it should be forwarded without delay to the Collector.

5. Members of relief committees and other respectable persons residing in the circle should be encouraged to visit State orphanages and record their impressions in an inspection book. Where possible, a non-official committee, comprising gentlemen of different religions, should be appointed for every State orphanage.

FORM J-I.

[See section 190 (b) of the Code and appendix J, para. 2.]

REGISTER OF ORPHANS RELIEVED IN Orphanage / Poor-house No. ; TALUK.

Date and number of admission ticket.	Name and designation of officer issuing it.	Date of admission to orphanage.	Number in register.	To what section admitted.	Age.	Sex.	Number of mess.	Name of child.	Name of father or mother or relation hitherto supporting the child.	Village.	Date of removal from register.	Cause of removal from register.	Name and address of the institution or person to whom the child was sent.	Conditions (if any) on which the child was sent.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

FORM J-II.

[See appendix J, para. 3.]

STATEMENT SHOWING THE NUMBER OF ORPHANS IN ORPHANAGE / POOR-HOUSE No. , TALUK, AND THE NUMBER MADE OVER TO PARENTS OR RELATIONS DURING THE WEEK ENDING .

Religion.	At the beginning of the week.			Admitted during the week.			Made over to parents or relations during the week.			Remaining at the end of the week.			Remarks as to action taken to discover parents or relations.
	Boys.	Girls.	Total.	Boys.	Girls.	Total.	Boys.	Girls.	Total.	Boys.	Girls.	Total.	
Hindus													
Muhammadans ...													
Total ...													

APPENDIX K.—ACCOUNTS.

General.

1. The object of audit in times of famine is not so much to build up an account minutely accurate in all small points of allocation and arithmetic as to prevent fraud and waste.

2. Executive officers should remember that one of their most important duties in times of famine is to check the accounts. They should pay special attention to the progress of work and expenditure on public works, to the ledgers for non-departmental works, poor-houses and kitchens, and to the numbers in receipt of gratuitous village relief in cash, from week to week. Instructions for inspecting officers are given, under the different heads of relief, in the several appendices of the Code: these instructions will direct attention to the points which require special examination. A general control by testing *weekly* the average incidences is, however, also most necessary.

3. Bills will be drawn in the manner prescribed in the several appendices.

4. The papers mentioned below will be accepted as vouchers sufficient for the purpose of audit:—

Public works	(*a*) A copy of the cash-book of a charge, with the acquittance roll and with sub-vouchers for all contingent items of more than five rupees.
	(*b*) A weekly voucher for wages and cash allowances in Form D-VI.
	(*c*) A copy of the hospital account.
	(*d*) A copy of the kitchen account.
Non-departmental works	(*a*) The abstract bill, Form E-VI.
	(*b*) A copy of the cash-book, with sub-vouchers for all contingent items of over five rupees.
Gratuitous relief in villages	The abstract bill, Form F-IV or F-V, as the case may be.
Relief under section 148 *of the Code* ...	The abstract bill, Form F-VIII.
Casual relief	The abstract bill, Form F-X.
Poor-houses	(*a*) The abstract bill, Form H-V.
	(*b*) A copy of the cash-book, with sub-vouchers for all contingent items of over five rupees.
Kitchens	A copy of the cash-book.
Miscellaneous relief	Simple receipts on forms prescribed by the Collector, showing clearly the objects for which the expenditure will be incurred.

5. Inspecting officers should specially see that the number of appointments carrying a salary of less than Rs. 10 is not excessive.

6. When expenditure is likely to be incurred in a district on relief operations, whether the district has been declared distressed or is under observation, the sanction of the Local Government should be at once asked to the grant of a permanent advance. The amount of the permanent advance will vary with the extent to which relief measures under the civil authorities, especially the village relief system, are being prosecuted: in some districts Rs. 5,000 may be sufficient, in the worst districts Rs. 15,000, Rs. 20,000, or even Rs. 30,000 may not be excessive.

7. Out of the permanent advance, about Rs. 200 should be made over to the head clerk of the Collector's office for miscellaneous famine charges at head-quarters, such as purchase of service labels and cost of telegrams, etc., incurred by officers actually employed in relief operations, and about Rs. 300 should be made over to the District Superintendent of Police, when the Collector finds that the time for affording casual relief to wanderers through the police has come.

8. With regard to the proper method of accounting for the famine-relief charges in a district, the Collector should at once procure from the Government Press a stock of vernacular bill forms and registers with reference to the sub-heads printed in the detailed bill form of famine-relief charges. As already stated, the forms should be printed on paper of different colours, viz., non-departmental works, E-VI, on *red*; gratuitous relief in villages, F-IV and F-V, on *light-blue* and *dark-blue* respectively; relief under section 148, F-VIII, on *terra-cotta* casual relief, F-X, on *orange*; poor-house, H-V, on *green*; miscellaneous relief receipts (paragraph 3 *supra*) on *mauve*; office contingencies T and A-27 on *white*, monthly detailed bill, T and A-27-A, on *yellow*. The Superintendent, Government Press, should see that indents for these forms from Collectors are promptly complied with.

9. At the head-quarters office a contingent register (in Civil Account Code form) should be opened, the minor and detailed heads used in the detailed bill being maintained, and at the beginning of the register the allotments communicated from time to time by the Famine Commissioner should be noted.

10. The Huzur treasury officer shall ascertain from the Collector how the district allotment is to be distributed and shall advise the several sub-treasury officers of the amounts allotted to them. For the purpose of checking expenditure with reference to allotment, a register of payments in Form K-IV shall be maintained in each sub-treasury; in the Huzur treasury two such registers shall be maintained, one for payments made at the Huzur treasury, and the other for the expenditure of the district as a whole.

11. The procedure for recouping the permanent advance is detailed in the several appendices of the Code.

12. Officers who have to disburse small coin in payment of wages and the like should endeavour as far as possible to obtain such small coin, from the local grain and other dealers, in order both to accommodate such dealers and to avoid the necessity of importing small silver and copper coin at Government expense.

13. The Sub-Divisional officer may conveniently indent for funds on the Executive Engineer in Form D-I.

14. In order to keep the Charge officers in funds, the Sub-Division officer will proceed as follows :—

(a) he should start each work with funds sufficient for the expenditure of a week or a fortnight, according to the distance of the work from the Sub-Divisional head-quarters and the paying treasury;

(b) he should enter the daily expenditure, ascertained from the daily card (Form D-XI), in the register in Form D-II and grant cheques as the closing balance shows that they are required: the closing balance should always leave a margin sufficient to cover any expenditure likely to be necessary during the period between the issue of a cheque from the Sub-Divisional office and the payment of wages on the work, full allowance being made for possible delay, as well as for an increase in the numbers seeking relief;

(c) he should satisfy himself that the balances in the hands of his subordinates are not excessive.

Scale of establishments.

15. The scale of establishment ordinarily required for administering each branch of relief and the authorities competent to make appointments to the several classes of posts are given below (*see* section 274 of the Code) :—

Nature of relief.	Establishment.	Approximate monthly pay.	By whom appointed and posted.
A charge on a relief work.	(1) Charge officer	Rs. 70 to 120	Collector.
	(2) Medical officer—		
	(a) Permanent	Ordinarily pay of his grade and such charge allowance as is admissible under the Madras Civil Medical Code.	Appointed by the Surgeon-General.
	(b) Temporary	Pay of last grade...	Appointed by the Collector in consultation with the District Medical and Sanitary Officer. In either case, postings to be made by the District Medical and Sanitary Officer, subject to the approval of the Collector.
	(3) Work-agent	Rs. 40 to 60 ...	Appointed by the Superintending Engineer: postings to be made by the Executive Engineer subject to the approval of the Collector.

NOTE.—For details of clerical and menial, etc., establishments which may be nominated, subject to the approval of the Executive Engineer and the Collector, by the Charge officer, see appendix D.

Group of village works under official management.	(1) Manager	Rs. 40 to 50 ...	Collector.
	(2) Village Works Inspector (only when necessary)	„ 75 to 100 ...	Collector in consultation with the Superintending Engineer.
	(3) Work-agent	„ 15 to 20 ...	Divisional officer.
	(4) Sub-cashier	„ 15	Do.

NOTE.—For details of other establishment which may be required and which may be appointed by the Divisional officer, see appendix E.

Gratuitous relief— i) In villages ...	(1) Circle officer	Rs. 60 to 70 ...	Collector.
	(2) Peon	„ 7 ...	Divisional officer.
	(3) Kitchen superintendent ...	„ 15 to 20 ...	Do.

Nature of relief.	Establishment.	Approximate monthly pay.	By whom appointed and posted.

NOTE.—For details of other menial establishment which may be nominated by the Taluk Relief officer, subject to the approval of the Divisional officer, see appendix G.

(ii) In poor-houses.	(1) Poor-house superintendent.	Rs. 25 to 50 ...	Collector.
	(2) Medical officer (if necessary)	Ordinarily the pay of his grade and a charge allowance of Rs. 10 per mensem.	District Medical and Sanitary Officer, subject to the approval of the Collector.
	(3) Store-keeper...	Rs. 15 to 20 ...	Divisional officer.

NOTE.—For details of other establishment which may be appointed by the Divisional officer, see appendix H.

Special relief of weavers.	(1) Manager	Rs. 35 to 70 ...	Collector.
	(2) Appraiser	20 to 30	Divisional officer.
	(3) Paymaster	20 to 30	
	(4) Store-keeper (if specially appointed)	15 to 20	
	(5) Clerk	12 to 15	
	(6) Attender	7	
	(7) Peon	6	
	(8) Sweeper	5	

NOTE.—After famine is declared in a district or portion of a district, no reference to Government is necessary for the creation of the appointments mentioned in the rule. Copies of the orders creating the appointments should be forwarded to the Audit office.

FORM K-I.

[See sections 53, 65 (g) and 215.]

APPLICATION FOR GRANTS FOR FAMINE-RELIEF EXPENDITURE.

District__________

Items.	Expenditure to end of last month or last quarter.	Estimated expenditure of current month or current quarter.	Estimated expenditure of next month or next quarter.	Total.	Grants sanctioned. Number and date of last Government Order or Famine Commissioner's letter of allotment.	Grants sanctioned. Amount.	Further amount now required.	Remarks.
1	2	3	4	5	6	7	8	9
I. Salaries and establishments—								
Salaries								
Establishment								
Travelling allowance								
Contingencies								
II. Village works—								
Communications								
Miscellaneous public improvements								
Irrigation								
IV. Relief to people employed otherwise than on relief works								
V. Gratuitous relief—								
(a) In Government institutions—								
1. Poor-house charges								
2. State kitchens								
3. Orphanages								
(b) Given at the houses of the people.								
(c) Given in other ways								
VI. Miscellaneous—								
Advances for aided works ...								
Advances to artizans								
Measures for protection of cattle...								
Other expenditure								
Total ...								

FORM K-II.

[See section 221.]

FAMINE COMMISSIONER'S REGISTER OF FAMINE-RELIEF ALLOTMENTS AND EXPENDITURE MET THEREFROM.

Authority.	Districts.							Total.	Allotment to Famine Commissioner by Government.	Balance available of Government allotment.	Remarks.
1	2							3	4	5	6
	Allotments for expenditure during—										
G.O. No. , dated											
Famine Commissioner's No. , dated .											
Total allotments ...											
Expenditure as per monthly or quarterly statement.											
	Allotments for expenditure during—										

FORM K-III.

[See section 242.]

REGISTER OF FAMINE EXPENDITURE.

Date of payment from Treasury or Sub-Treasury.	Number of bill.	Heads of expenditure.																								Total.	Remarks.
		I. Salaries and Establishments.					II. Village Works—Non-Departmental or Civil.						IV, Relief to people employed otherwise than on relief works.	V. Gratuitous Relief.								VI. Miscellaneous.					
		Salaries—Special Reli Officers.	Establishment.		Travelling allowance.	Contingencies.	Communications.		Miscellaneous Public Improvements.		Irrigation.			Given in Government Institutions.						Given at the houses of the people.	Given in other ways.	Advances for aided private works.	Advances to artizans.	Measures for protection of cattle.	Other expenditure.		
														Poor houses.		State kitchen.		Orphanages.									
			Clerks and other superior establishment.	Servants.			Wages of labour.	Other expenditure.	Wages of labour.	Other expenditure.	Wages of labour.	Other expenditure.		Diet.	Other expenditure.	Diet.	Other expenditure.	Diet.	Other expenditure.								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
		RS.A.P.	RS.A.P.	RS.A.P.	RS.A.P.	RS.A.P.	RS.A.P.	RS.A.P.	RS.A.P.	RS.A.P.	RS.A.P.	RS.A.P.	RS.A.P.	RS.A.P.	RS.A.P.	RS.A.P.	RS.A.P.	RS.A.P.	RS.A.P.	RS.A.P.	RS.A.P.	RS.A.P.	RS.A.P.	RS.A.P.	RS.A.P.	RS.A.P.	
Total of current month.																											
Add progressive total to end of last month.																											
Progressive total to end of current month.																											

FORM K-IV.

[See paragraph 10 of appendix K.]

REGISTER OF PAYMENTS IN CONNECTION WITH FAMINE RELIEF.

Month.	Date.	Voucher number.	Date of sub-treasury return.	To whom paid.	Particulars.	Salaries, establishment, travelling allowances and office contingencies.			Relief works in charge of Civil officers.			Relief to people employed otherwise than on relief work.			Gratuitous relief.			Miscellaneous.			Daily total carried to cash book.		
Sanctioned grants.																							
						RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.

FORM K-V.

[See section 242.]

RETURN OF EXPENDITURE ON FAMINE RELIEF—CIVIL.

District ____________________

Month ____________________

Head of expenditure.	Amount.			Remarks.
1	2			3
	RS.	A.	P.	
I.—Salaries and Establishments—				
1. Salaries—Special Relief officers				
2. Establishments—				
Clerks and other superior establishment				
Servants				
3. Travelling allowance				
4. Contingencies				
II.—Village works—Non-departmental or Civil—				
(a) Communications—				
Wages of labour				
Other expenditure				
(b) Miscellaneous public improvements—				
Wages of labour				
Other expenditure				
(c) Irrigation—				
Wages of labour				
Other expenditure				
IV.—Relief to people employed otherwise than on relief works ...				
V.—Gratuitous Relief—				
(a) Given in Government Institutions—				
1. Poor house charges—				
Diet				
Other expenditure				
2. State kitchens—				
Diet				
Other expenditure				
3. Orphanages—				
Diet				
Other expenditure				
(b) Given at the houses of the people				
(c) Given in other ways				
VI.—Miscellaneous—				
1. Advance for aided private works				
2. Advances to artizans				
3. Measures for protection of cattle				
4. Other expenditure				
Total ...				

Certified that the accounts of expenditure included in this return have been examined with reference to the returns separately received of relief afforded and work done and to the instructions contained in the Famine Code.

Certified also that the rules as to accounts and vouchers have been generally complied with and that all irregularities and defects which have come to light have either been brought to the notice of the officers concerned, or expressly condoned by me under the powers vested in me or reported for orders.

Date ____________________ *Name* ____________________

The ____________________ *Office* ____________________

Certified that the amount charged in the Treasury accounts for ____________ on account of Famine expenditure in the Civil department is (words and figures).

Treasury Officer.

The certificate of audit by the Collector should be scored out when unaudited accounts are sent to the Accountant-General (see section 242).

FORM K-VI.

[See section 260 (1).]

FAMINE RELIEF WORKS, P.W.D.

Return of receipts.

Public Works Division_______

Revenue District_______

Month_______

Description of item.	Amount.			Remarks.
1	2			3
	RS.	A.	P.	
(*a*) Paid into Treasury				
(*b*) Shown in cash books of officers in charge of Relief Works, but not paid into Treasury.				
Total (words) ...				

NOTE.—The object and nature of the transactions falling under the two items (*a*) and (*b*) in column 1 of the form may be explained in notes printed on the form.

FORM K-VII.

[See section 260 (2)].

FAMINE RELIEF WORKS, P.W.D.

Return of expenditure.

Public Works Division_______

Revenue District_______

Month_______

Head of expenditure.	Works. Wages of workers.			Works. Work establishment.			Works. Shelter.			Works. Miscellaneous expenditure.			Gratuitous relief (including rest allowances, etc.).			Establishment.			Tools and plant.			Total.			Remarks.
1	2			3			4			5			6			7			8			9			10
III.—PUBLIC WORKS.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	
A. Communications—																									
1. Earthwork on roads ..																									
2. Stone metal collection.																									
3. Kankar collection ...																									
B. Miscellaneous public improvements—																									
C. Irrigation—																									
1. Earthwork in canals...																									
2. Irrigation tanks ...																									
3. Irrigation embankments.																									
D. Construction of railways—																									
1. Earthwork																									
Total ...																									

Total Rs. (in words)_______

Certified that the accounts of expenditure included in this return have been examined with reference to the return separately received of relief afforded and work done and to the instructions contained in the Famine Code.

Certified also that the rules as to accounts and vouchers have been generally complied with and that all irregularities and defects which have come to light have either been brought to the notice of the officers concerned, or separately condoned by me under the powers vested in me, or reported for orders.

Dated_______

The_______

Executive Engineer.

FORM

STATEMENT SHOWING THE ESTIMATES FOR THE YEAR AND THE AND UP TO END OF THE

Gross

Direct charges

Districts.	Salaries and establishments.				Relief works in charge of civil officers.				Relief to weavers.			
	Estimates.	Expenditure.			Estimates.	Expenditure.			Estimates.	Expenditure.		
		Audited up to the end of	In	Up to the end of		Audited up to the end of	In	Up to the end of		Audited up to the end of	In	Up to the end of
1	2	3	4	5	6	7	8	9	10	11	12	3
		RS. A. P.	RS. A. P	RS. A. P.		RS. A. P.	RS. A. P.	RS. A. P.		RS. A. P.	RS. A. P.	RS. A. P.

Recoveries.

Districts.	Salaries and establishments.			Relief works in charge of civil officers.			Relief to weavers.					
							Imperial.			Provincial.		
	Up to the end of	In	Up to the end of	Up to the end of	In	Up to the end of	Up to the end of	In	Up to the end of	Up to the end of	In	Up to the end of
	26	27	28	29	30	31	32	33	34	35	36	37
	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.

No. Famine.

Submitted to the Government of Madras, Financial Department.

FORT ST. GEORGE,
ACCOUNTANT-GENERAL'S OFFICE,
191 .

K-VIII. [See section 223 of the Code.]

EXPENDITURE AND RECOVERIES UNDER '33. FAMINE RELIEF' FOR MONTH OF

Expenditure.

Gratuitous relief.				Miscellaneous.				Total.			
Estimates.	Expenditure.			Estimates.	Expenditure.			Estimates.	Expenditure.		
	Audited up to the end of	In	Up to the end of		Audited up to the end of	In	Up to the end of		Audited up to the end of	In	Up to the end of
14	15	16	17	18	19	20	21	22	23	24	25
	RS. A. P.	RS. A. P.	RS. A. P.		RS. A P	RS. A. P.	RS. A. P.		A. P.	RS. A. P.	RS. A. P.

or *Adjustments.* / *Net expenditure.*

Gratuitous relief.			Miscellaneous.			Total revenues.			Total.		
Up to the end of	In	Up to the end of	Up to the end of	In	Up to the end of	Up to the end of	In	Up to the end of	Audited up to the end of	In	Up to the end of
38	39	40	41	42	43	44	45	46	47	48	49
RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A.	RS. A. P.

with reference to section 223 of the Famine Code.

Copy to the Famine Commissioner, Madras.

(Signed)

Accountant-General.

635 R.—9

FORM K-VIII—*cont.*

Indirect charges.

Heads of account.	Name of district.						Name of district.						Total.					
	Estimates	Expenditure in			Expenditure up to the end of		Estimates.	Expenditure in			Expenditure up to the end of		Estimates.	Expenditure in			Expenditure up to the end of	
	1	2			3		4	5			6		7	8			9	
		RS.	A.	P.	RS.	A. P.		RS.	A.	P.	RS.	A. P.		RS.	A.	P.	RS.	A. P.

FORM K-IX.

[See section 264.]

FAMINE RELIEF WORKS, P.W.D.

Return of expenditure from famine allotments not debitable to "33. Famine Relief."

Public Works Division____________

Month____________

Description of item.	Amount.			Remarks.
1	2			3
	RS.	A.	P	
Total (words) ...				

Dated____________

The____________ *Executive Engineer.*

NOTE.—In the case of a payment on account of salary the gross amount will be shown in the money column and deduction will be shown in detail in the remarks column of the return.

FORM K-X.

[See section 266].

FAMINE RELIEF WORKS, P.W.D.

Monthly Statement of Tools.

District____________

Charge No.____________

Name of charge____________

Description of Works____________

	Details of transactions.										
	Balance in hand at beginning of month ...										
	Receipts during month										
	Total receipts ...										
Decrease during month.	Lost										
	Rendered unserviceable										
	Tools transferred to another charge or returned to the Sub-Divisional office										
	Total ...										
Balance in hand at end of month.	On works										
	In store										
	Total ...										

Tools Muharrir. *Officer-in-charge.*

FORM K-XI.

[See section 267

FAMINE RELIEF WORKS, P.W.D.

Register of Works.

Name of work________________

Estimate: Amount________________

Authority________________

For week ending.	Works.												Gratuitous relief (including rest allowances, etc).			Tools and plant.			Total expenditure.			Quantity of work done.	Rate.
	Wages of workers.			Work establishment.			Shelter.			Miscellaneous expenditure.													
1	2			3			4			5			6			7			8			9	10
	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.		

FORM K-XII.

[See section 279].

OBJECTION BOOK.

Serial number of objection.	Officer to whom addressed.	Number and date of voucher.	Nature of item.	Nature of objection.	Amount involved.	Number and date of memorandum issued.	Subsequent reminders.	Objection how settled.	Initials of *Collector* / Executive Engineer
1	2	3		5	6	7	8	9	10
					RS. A. P.				

FORM K-XIII.

[See section 291].

STOCK REGISTER OF FURNITURE, TOOLS, PLANT, ETC., ETC., ON VILLAGE WORKS, POOR-HOUSES, AND STATE KITCHENS.

Purchase.	Particulars of things purchased.	Number of things.	Cost price.			When sold by public auction.	Number of things sold.	Sale-proceeds realized.			When credited to Government.	Remarks.
1	2	3	4			5	6	7			8	9
			RS.	A.	P.			RS.	A.	P.		

FORM K-XIV-A.

[See section 229].

FAMINE CASH-BOOK (FOR CIVIL OFFICERS).

District ____________________

Name of officer ____________________

Holding charge as ____________________

Heads under which every item is to be classified—

Major head.	Detailed head.
I. Salaries and establishments ...	1. Salaries—Special relief officers. 2. Establishment— (a) Clerks. (b) Servants. 3. Travelling allowance. 4. Contingencies.
II. Village works	1. Communications— (a) Wages of labour. (b) Other charges. 2. Miscellaneous public improvements— (a) Wages of labour. (b) Other charges. 3. Irrigation— (a) Wages of labour. (b) Other charges.
IV. Relief to people employed otherwise than on relief works.	Payments to artisans, such as weavers.
V. Gratuitous relief	1. Given in Government institutions— (a) Poorhouse charges— 1. Diet. 2. Other charges. (b) State kitchens— 1. Diet 2. Other charges. (c) Orphanages— 1. Diet. 2. Other charges. 2. Given at the houses of the people. 3. Given in other ways.
VI. Miscellaneous	1. Advances for aided private works. 2. Advances to artizans. 3. Measures for protection of cattle. 4. Other expenditure.
VII. Daily Total	

Appx. K

Receipts.

Date.	Serial number or number of voucher.	From whom received.	Receipts.			Daily total.			Head of account credited.	
									Major head.	Detailed head.
			RS.	A.	P.	RS.	A.	P.		

Charges.

Date.	Serial number or number of voucher.	To whom paid and on what account.	Payments.			Daily total.			Head of account debited.	
									Major head.	Detailed head.
			RS.	A.	P.	RS.	A.	P.		

FORM K-XIV-B.

[See section 250].

FAMINE CASH-BOOK (FOR PUBLIC WORKS CHARGE OFFICERS).

District ______________________

Name of charge officer ______________________

Name and number of work ______________________

Heads under which every item is to be classified—

Major head.	Detailed head.
III. Public Works	A. Communications—
	1. Earthwork on roads—
	Works. (a) Wages of workers.
	Works. (b) Work establishment.
	Works. (c) Shelter.
	Works. (d) Micellaneous expenditure.
	(e) Gratuitous relief (including rest allowances, etc.).
	(f) Establishment.
	(g) Tools and plant.
	2. Stone metal collection—
	(a) to (g) as above.
	3. Kankar collection—
	(a) to (g) as above.
	B. Miscellaneous public improvements—
	(a) to (g) as above.
	C. Irrigation—
	1. Earthwork in canals—
	(a) to (g) as above.
	2. Irrigation tanks—
	(a) to (g) as above.
	3. Irrigation embankments—
	(a) to (g) as above.
	D. Construction of railways—
	1. Earthwork—
	(a) to (g) as above.
	E. Daily total.

Receipts.

Date.	Serial number or number of voucher.	From whom received.	Receipts.			Daily total.			Head of account credited.	
									Major head.	Detailed head.
			RS.	A.	P.	RS.	A.	P.		

Charges.

Date.	Serial number or number of voucher.	To whom paid and on what account.	Payments.			Daily total.			Head of account debited.	
									Major head.	Detailed head.
			RS.	A.	P.	RS.	A.	P.		

APPENDIX L.

REPORT AND SPECIFICATION TO ACCOMPANY THE SCHEDULE OF QUANTITIES FOR CONSTRUCTING A FAMINE POOR-HOUSE FOR 500 PEOPLE.

DESIGNS $\frac{\text{C.A. Nos. 19-A, B and C.}}{1908}$

Approximate schedule of costs—

	RS.
Ten sheds 80′ × 15′ each for coolies at Rs. 240 to Rs. 320	2,400 to 3,200
Four sheds 20′ × 15′ each, 1 for matrons, 2 for peons and 1 for water pandal, at Rs. 60 to Rs. 80	240 to 320
Two quarters 20′ × 12′ each for peons at Rs. 48 to Rs. 65	96 to 130
Two sheds 15′ × 15′ each for guard and office room at Rs. 45 to Rs. 60	90 to 120
Eight hospital wards and segregation sheds each 20′ × 10′ at Rs. 40 to Rs. 55	320 to 440
Two toty's quarters 20′ × 10′ each at Rs. 40 to 55	80 to 110
One corrugated iron shed 40′ × 15′ for cook-house at Rs. 400 to 520	400 to 520
One corrugated iron store-room 40′ × 15′ at	500 to 650
Two thatti-wall day-latrines 50′ × 10′ each at Rs. 50 to 70 ...	100 to 140
Four thatti-walls for hospital and segregating wards 20′ × 10′ each at Rs. 45 to 60	180 to 240
Two thatti night latrines at Rs. 80 to 110 each	160 to 220
Three corrugated iron sheds 24′ × 15′ with latrines 10′ × 10′ for Superintendent, clerk and hospital assistant at Rs. 400 to 520	1,200 to 1,560
300 feet barbed wire fencing at As. 4 per R.ft.	75
1,650 R.ft. of fencing with thorn, etc., complete at As. 2	206
Two wells 6 feet diameter at Rs. 400 each	800
Forming road	200
Unforeseen works	134
Total ...	7,181 to 9,065 according to locality.

(1) From the plan it will be seen that the sheds in the enclosure for famine poor-house have been arranged with a view of (1) Compactness, (2) Facilities of supervision, (3) Simplicity of construction.

(2) The division of the area will depend on the proportion of males to females; the area can be divided up as required.

(3) The people's sheds will be laid out as shown on the plan. There will be ten such sheds capable of accommodating 500 persons at 50 in each shed.

(4) The cook-house will be placed at about the centre of the poor-house and the four sheds for matrons and peons and water will be laid out longitudinally along the centre as shown on the plan.

(5) The store-room, clerk's and Superintendent's quarters will be placed between the two entrance gates and the peon's quarters will be placed on the side of the enclosure, opening into the enclosure, one at each end.

(6) The segregation and infectious diseases wards sheds will be built outside as shown on plan, the sheds for males being kept separate from those for females.

(7) The Hospital Assistant's quarters will be built between the segregation, etc., sheds and the camp.

(8) The latrines for night use will be two and will be located at a convenient distance from the end of the enclousure. Two larger latrines for use during the day are placed further away from the enclosure. Four separate latrines are provided for the hospital sheds outside the enclosure. Two scavengers' sheds are also provided near the latrines of the work-people's camp which are intended for night use.

(9) Wells have not been marked on the plan but two wells should be sunk where convenient near the front of the poor-house and should be preserved from contamination in the manner prescribed in Appendix H to the Famine Code.

(10) People's sheds each 80′ × 15′.

Floor—a platform will be formed of earth 9 inches high, above the surrounding ground level and washed over with cowdung.

Walls—will be formed with wattle and daub screens 5 feet high or bamboo or cocoanut mats, palmyrah leaves or hill grass, whichever is most easily obtainable, between the posts all round leaving two or more entrances as deemed necessary.

Roof—will be formed of grass thatch, cocoanut or palmyrah leaves or double bamboo mats. The roof will be supported on casuarina or jungle wood posts fixed at 8 feet centres in the middle and sides and roof will project 1½ ft. all round beyond the walls.

(11) The segregation and infectious diseases wards will be 20′ × 10′ each and will be built similar to the work people's.

(12) The peon's quarters will be 20′ × 12′ each and will be built similar to the work people's etc., sheds.

(13) The sheds for the matrons, peons and water pandal will be 20′ × 15′ each and the guard and office rooms will be 15′ × 15′ each and will be built similar to the work people's sheds.

(14) The scavengers' sheds 20′ × 10′ each will be built similar to the peons' sheds.

(15) The cook houses and the store-shed will be 40′ × 15′ each the walls and roof being of corrugated iron, 28 B.W.G., with strong doors of the same material. The walls of the store-shed will go up to the roof—all corrugated iron should be fixed with clips and not rivetted so that when the camps are broken up they can be utilized for other purposes.

(16) The sheds for clerk, hospital assistant and superintendent will be 24′ × 15′ each, the walls and roof being of corrugated iron, 28 B.W.G., with doors of the same material. The iron roofing will be covered with pan tiles. All corrugated iron should be fixed with clips and not rivetted so that when the camps are broken up they can be utilized for other purposes. Open latrines 10′ × 10′ of corrugated iron are attached to each of these quarters.

(17) The two day latrines, 50′ × 10′ each, for work people and the four latrines 20′ × 10′ each for segregation and infectious diseases wards will be enclosed by removable tatty screens fixed to casuarina or other jungle wood posts, but there will be no roof.

(18) The two people's night latrines, 20′ × 10′ each, will be built similar to those described in the preceding paragraph. Eighteen iron buckets and a wooden platform are provided as shown on the plan.

(19) The fencing round the camp will be made of split bamboos or thorn bushes easily got in the jungles with the exception of the front facing the hospital buildings which will be of barbed wire in four lines stretched between jungle wood posts.

(20) The following are the sq.ft. rates of the various sheds, etc., at Madras:—

	Per sq.ft. RS.	A.	P.
Thatched sheds for famine people, matrons, peons, water pandal, hospital wards, guard and office and toties' sheds	0	3	2·4
Corrugated iron sheds for cook-houses	0	10	1·6
Corrugated iron quarters for superintendent, hospital assistant and clerk	0	14	0·62
Corrugated iron stores shed	0	13	5·60
Tatty wall day latrines	0	1	9½
Do. night latrines	0	6	4·80
Fencing with thorns, etc., around the sheds, per R.ft.	0	2	0
Do. barbed wire do.	0	4	0

The rates given are only approximate and are intended to serve as a rough guide for estimating. The actual rates will vary with locality.

SCHEDULE FOR A FAMINE POOR-HOUSE OF 500 PEOPLE—DESIGNS $\frac{\text{C.A. Nos. 19-A, B and C}}{1908}$.

Schedule of quantities.

Detail of work.	Number.	Measurements in feet. Length.	Breadth.	Depth.	Area or contents.	Total quantity of each description of work.
1	2	3	4	5	6	7
(1) *Schedule for a famine thatched shed for 50 people, 80′ × 15′ = 1,200 sq.ft.*		FT. IN.	FT. IN.	FT. IN.		
Earthwork—						
Platform	1	85 0	20 0	0 9	1,275	
Excavation for pillars	33	1 6	1 6	2 0	149	
Total earthwork ...	...	...	...	...	...	1,424 c.ft.
Casuarina posts, etc.—						
Pillars, all round	24	11 0	...	...	264	
Do. at centre	9	17 0	...	...	153	
Bressummer all round including overlapping.	1	200 0	...	...	200	
Ridge do. do.	1	68 0	...	...	68	
Hips	4	17 0	...	...	68	
Total ...	...	...	...	...	...	753 r.ft.
Thatched roofing with bamboo mats, rafters, etc., complete—						
Front and rear	2	$\frac{85+65}{2}$	×	14 0	2,100	
Sides...	2	$\frac{20}{2}$	14 0	...	280	
Total thatched roofing ...	...	...	...	...	...	2,380 sq.ft.
Walling with wattle work daubed with clay—						
Wall, all round	1	182 0	5 0	...	910	
Total walling ...	...	...	...	...	...	910 sq.ft.

SCHEDULE FOR A FAMINE POOR-HOUSE OF 500 PEOPLE—DESIGNS $\frac{\text{C.A. Nos. 19-A, B and C}}{1908}$—*cont.*

Schedule of quantities—cont.

Detail of work.	Number.	Measurements in feet.			Area or contents.	Total quantity of each description of work.
		Length.	Breadth.	Depth.		
1	2	3	4	5	6	7
(2) *Schedule for a cook-house corrugated iron pucca shed, 40′ × 15′ = 600 sq.ft.*		FT. IN.	FT. IN.	FT. IN.		
Earthwork—						
Platform	1	45 0	20 0	1 0	900	
For pillars, etc.	18	1 6	1 6	2 0	81	
Total earthwork ...	...	...	...	...	...	981 c.ft.
Casuarina posts, etc.—						
Side pillars	12	10 0	...	...	120	
Middle pillars	6	14 0	...	...	84	
Bressummers	2	45 0	...	...	90	
Ridge	1	45 0	...	...	45	
Ties on sides	2	16 0	...	...	32	
Principal rafters	2 × 6	12 0	...	...	144	
Ridge roof on ventilator	2 × 4	4 6	...	...	36	
Purlin on sides	6	45 0	...	...	270	
Do. oversides	4	45 0		...	180	
Total casuarina posts, etc. ...	...	...	...	...	1,001	1,000 r.ft
Corrugated iron roofing and walling—						
Front and rear	2	45 0	10 0	...	900	
Ridge	2	28 0	5 0	...	280	
Walling all round including doorway ...	1	110 0	5 6	...	605	
Total ...	...	...	...	...	1,785	
Deduct for—						
Ridge ventilators	1	24 0	5 0	...	120	
Net square feet of corrugated iron sheet roofing.	...	...	...	...	...	1,665 sq ft.
Providing fire place, etc.	...	...	...	...	L.S.	RS. 10
(3) *Schedule for constructing quarters for Hospital Assistant, Clerk and Superintendent corrugated iron pucca sheds, 24′ × 15′ = 360 sq.ft. with latrine, 10′ × 10′.*						
Earthwork, excavation, etc.—						
For posts	22	1 6	1 6	2 6	124	
For platform	1	25 0	16 0	0 9	300	
For posts to latrines	8	1 0	1 0	2 0	16	
Total earthwork ...	...	...	...	...	...	440 c.ft.
Concrete—						
Under posts in quarters	22	1 6	1 6	2 6	124	
Under latrine posts	8	1 0	1 0	2 0	16	
Total concrete ...	...	...	...	...	...	140 c.ft.
Gravel flooring, 4″ thick—						
Shed	1	24 0	15 0	...	360	
Total gravel flooring ...	...	...	...	...	...	360 sq.ft.
Casuarina posts—						
Large posts in centre	2	14 6	...	...	29	
Do. in sides	4	12 0	...	...	48	
Small posts in sides	16	10 0	..	...	160	
Ridge piece	1	10 0	...	..	10	
Bressummers all round	1	84 0	...	...	84	
Purlin	1	50 0	...	...	50	
Hips	4	13 0	...	...	52	
Posts for latrines	8	9 0	...	...	72	
Total casuarina ...	...	...	...	...	...	505 r.ft.
Roofing with pan tiles over corrugated iron sheets with nails, etc.—						
Front and rear	2	$\frac{2+9}{2}$	...	11 0	385	
Ends	2	$\frac{17}{2}$	...	11 0	187	
Total roofing ...	...	...	...	...	...	572 sq.ft.

SCHEDULE FOR A FAMINE POOR-HOUSE OF 500 PEOPLE—DESIGNS $\frac{\text{C.A.Nos. 19-A, B and C.}}{1908}$—*cont.*

Schedule of quantities—cont.

Detail of work.	Number.	Measurements in feet. Length.	Breadth.	Depth.	Area or contents.	Total quantity of each description of work
1	2	3	4	5	6	7
(3) *Schedule for constructing quarters for Hospital Assistant, Cl·rk and Superintendent Corru jated iron pucca sh·ds 24′ × 15′ = 360 sq.ft. with latrine, 10′ × 10′*—cont.		FT. IN.	FT. IN.	FT. IN.		
Walling with corrugated iron sheets with necessary battens, etc., complete—						
Front	1	24 0	7 0	...	168	
Rear	1	24 0	7 0	...	168	
Ends	2	15 0	7 0	...	210	
Cross walls	2	15 0	7 0	...	210	
Do. Gables...	2	15 0 / 2	5 0	...	75	
Latrine all round including passage screen	1	35 0	7 0	...	245	
Total walling ...	...	...	...	...	...	1,076 sq.ft.
Constructing oven with chimney, etc. ...	...	...	...	...	L.S.	Rs. 7
Providing one portable commode	...	...	...	...	L.S.	Rs. 10
(4) *Store shed corrugated iron wall and roof, 40′ × 15′ = 600 sq.ft.*						
Earthwork—						
Platform	1	45 0	20 0	1 0	900	
For pillars, etc	18	1 0	1 0	2 0	36	
Total ...	...	...	...	...	...	936 or 950 c.ft.
Concrete under posts	18	1 6	1 6	2 6	101	
Total ...	...	...	...	...	..	101 c.ft.
Casuarina posts, etc.—						
Side pillars	12	10 0	...	...	120	
Middle pillars	6	14 0	...	...	84	
Bressummers	2	45 0	...	...	90	
Ridge	1	45 0	...	...	45	
Ties on sides	2	16 0	...	...	32	
Principal rafters	2×6	12 0	...	...	144	
Ridge roof or ventilator	2×4	4 6	...	...	36	
Purlin on sides	6	45 0	...	...	270	
Do. over sides	4	45 0	...	...	180	
Total casuarina ...	...	...	...	...	1,001	or 1,000 r.ft.
Corrugated iron roofing under pantiles—						
Front and rear	2	45 0	10 0	...	900	
Ridge	2	28 0	5 0	...	280	
Gables at ridge ventilator	2	7 0	1 3	...	18	
Total ...	...	...	...	...	1,198	
Deduct for—						
Ridge ventilator	1	24 0	5 0	...	120	
Net square feet of corrugated iron ...	...	...	...	...	...	1,078 sq.ft.
Gravelling—						
Floor	1	40 0	15 0	...	600	
Total ...	...	...	...	...	...	600 sq.ft.
Corrugated iron walling all round including door.	1	110 0	...	7	770	
Gables at ends	2	15 0	...	2	60	
Total ...	...	...	...	...	...	830 sq.ft.
(5) *Constructing day latrine,* 50′ × 10′ = 500 *sq.ft.*						
Earthwork—						
Pit for posts	28	1 6	1 6	2·0	126	
French	2	47 0	1 0	1·0	94	
Total earthwork ...	...	...	...	...	...	220 c.ft.

SCHEDULE FOR FAMINE POOR-HOUSE OF 500 PEOPLE—DESIGNS C.A. Nos. 19- A, B and C / 1908 —*cont.*

Schedule of quantities—cont.

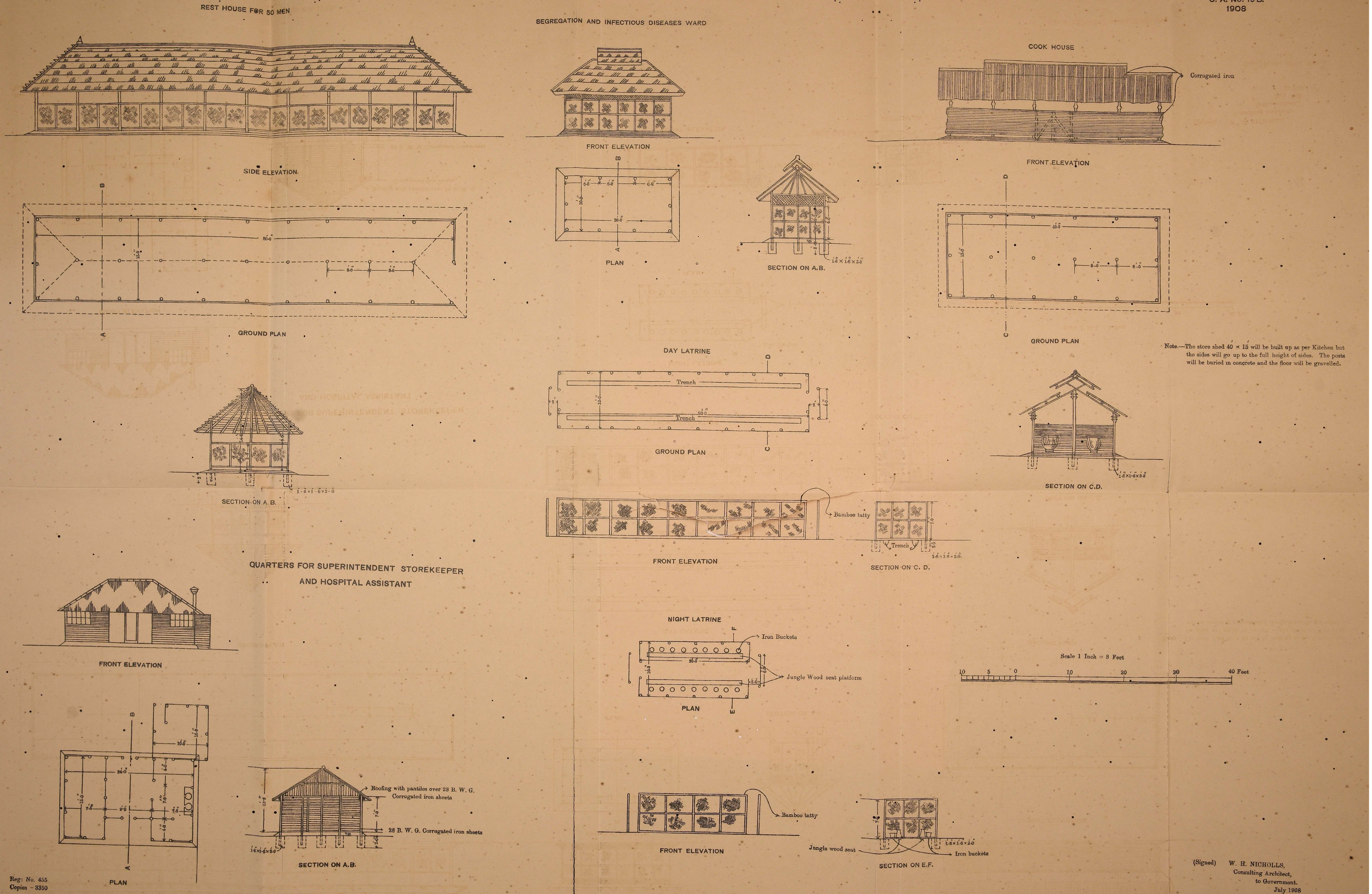
Detail of work.	Number.	Measurements in feet. Length.	Breadth.	Depth.	Area or contents.	Total quantity of each description of work.
1	2	3	4	5	6	7
(5) *Constructing day latrine*, 50′ × 10′ = 500 *sq.ft.*—cont.		FT. IN.	FT. IN.	FT. IN.		
Casuarina posts, 3″ diameter— Posts, all round	28	8 6	...	...	238	
Total casuarina ...	...	...	...	...	...	238 r.ft.
Bamboo thatties with junglewood frames including tarring— Sides	2	57 0	7 0	...	798	
Screen	2	6 0	7 0	...	84	
Total bamboo thatties ...	...	...	...	...	...	882 sq.ft.
(6) *Constructing night latrine*, 20′ × 10′ = 200 *sq.ft.*						
Earthwork— Excavation for posts	18	1 6	1 6	2	81	81 c.ft.
Total earth-work ...	...	...	...	...	...	
Casuarina posts— Posts, all round	18	8 6	...	...	153	
Total casuarina posts ...	...	...	...	...	...	153 r.ft.
Bamboo thatties with junglewood frames including tarring— Thatties, all round	1	54 0	7 0	...	378	
Screens	2	6 0	7 0	...	84	462 sq.ft.
Total thatties ...	...	...	...	...	...	
Providing iron buckets for night latrine ...	2×9	...	...	...	18	18
Total number of buckets ...	...	...	...	...	...	
Junglewood platform with necessary uprights, etc., complete— Platform	2	17 6	...	...	35	
Total platform ...	...	...	...	...	...	35 r.ft.

ABSTRACT SCHEDULE OF QUANTITIES.

Quantity.	Description of work.	Rate.	Per	Amount.	Total.
1	2	3	4	5	6
	ABSTRACT OF SCHEDULE OF QUANTITIES FOR FAMINE POOR-HOUSE FOR 500 PEOPLE.				
	No. 1, *Thatched shed*; 80′ × 15′ = 1,200 *sq.ft.*				
1,424 c.ft.	Earthwork, well rammed, etc.	...	1,000	...	...
753 r.ft.	Casuarina posts including cross pieces at top.	...	r.ft.	...	...
2,380 sq.ft.	Thatched roofing with bamboo matting including rafters, etc., complete.	...	100	...	...
910 „	Walling with wattle work daubed with clay.	...	100	...	...
	Contingencies, 5 per cent.	...	...	...	...
	Petty supervision, 2½ per cent.	...	...	...	...
	Each such shed is estimated to cost from Rs. 240 to Rs. 320 according to locality.				
	No. 2 *Cook-house, corrugated iron shed*, 40′ × 15′ = 600 *sq.ft.*				
981 c.ft.	Earthwork, well rammed, etc.	...	1,000	...	...
1,000 r.ft.	Casuarina posts including cross pieces, etc.	...	r.ft.	...	...
1,665 sq.ft.	Corrugated iron roof and walling ...	...	100	...	...
	Providing fire places, etc.	...	L.S.	...	...
	Contingencies, 5 per cent.	...	...	...	...
	Petty supervision, 2½ per cent.	...	...	...	...
	Each such cook-house is estimated to cost from Rs. 380 to Rs. 500 according to locality.	...	...	...	...

PLAN OF THE VARIOUS BUILDINGS IN A FAMINE POOR HOUSE FOR 500 PEOPLE

C. A. No. 19 B.
1908



Note.—The store shed 40′ × 15′ will be built up as per Kitchen but the sides will go up to the full height of sides. The posts will be buried in concrete and the floor will be gravelled.

Reg: No. 455
Copies – 3350

(Signed) W. H. NICHOLLS,
Consulting Architect,
to Government.
July 1908
24-7-08.

Zinco., Survey Office, Madras.
1914

APPENDIX M.

Fodder Famine.

(1) The officer on special duty appointed with reference to section 188 (2) of the Famine Code should first ascertain (*a*) where, and to what extent, private stocks of fodder are available for purchase, (*b*) the amount of grass which is available in reserved and unreserved lands in the Presidency for cutting and baling, and (*c*) what supplies can be obtained, to supplement these, from similar areas outside the Presidency if the local supply is insufficient. Simultaneously he should ascertain from the Collector of each affected district and from the Railway authorities concerned, the probable amount of fodder which will have to be imported, the places at which the imported fodder will have to be laid down and the means of transport available.

(2) The departmental cutting of grass in the areas selected for the supply of fodder should begin as early as possible, and if any difficulty be experienced in obtaining labour for cutting grass, the revenue officers should exercise their influence in order to induce people to go on this work in sufficient numbers. Steam-baling should be resorted to in preference to hand-baling wherever the quantity of grass which can be collected in a pressing centre is sufficient to justify it. The Railways should be requested to give preference to pressed over unpressed fodder in all cases where the latter may be offered for despatch.

(3) The transport of fodder should begin at the earliest possible date in order to avoid congestion of traffic.

(4) If the total quantity of grass which can be readily collected by departmental agency is likely to fall short of the amount needed for the affected districts, it will be the duty of the officer on special duty to consider the best way of supplying the deficiency by purchase through contractors. In order to effect this economically and to prevent, by simultaneous purchases in different places, the raising of prices by dealers, the officer on special duty will, if necessary, be given the services of a sufficient number of responsible officers whom he will depute to visit localities in which he has reason to believe that grass is procurable. These officers will enter into contracts for the supply to Government of a fixed quantity of grass on the best terms obtainable and the contracts will be arranged in such manner as to enable each district to be supplied from the purchasing centre which is nearest to it.

(5) When purchases of grass have been made as aforesaid, the officer on special duty will inform the Railway authorities concerned of the quantities of grass which will have to be carried from each purchasing centre, the stations of delivery and the date from which operations may be expected to begin.

(6) When a charitable relief society has been started—part of whose operations are to be directed towards the distribution of fodder—the officer on special duty should place himself in communication with the officers of such society and ascertain the localities in which they propose to purchase fodder, the funds at their disposal and approximately the quantities which they hope to purchase. This will enable the officer on special duty to arrange against unnecessary competition between the agents of the charitable relief society and his own agents (*i.e.*, the officers mentioned in paragraph 4 above). The officer on special duty and his agents should render all possible assistance to the society in the despatch of fodder by that body and the aforesaid officer will inform the authorities of the Railways concerned that such fodder is being sent with his knowledge and approval and that wagons should be supplied if possible.

The following amendment will issue to clause 4 of Appendix M of the Madras Famine Code (1914 edition):—

Page 249, *clause* 4.—*Add* the following proviso at the end of the clause converting the full stop into a colon:—

"Provided that it shall be open to the Secretary of State in Council by written notice to terminate the contracts and thereupon he shall not be liable for any damages by reason of such cancellation over and above payment, at the rates therein agreed on, for such quantities of grass as had been actually cut at the date of such notice."

B.P. No. 49 (Sett.), dated 6th March 1917.

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A

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